

**Grand Chapter
Constitution
and
General Rules
2013**



CONSTITUTION
and
GENERAL REGULATIONS
of the
Grand Chapter Royal Arch Masons of the State of
Indiana

Adopted By
THE GRAND CHAPTER
IN ANNUAL CONVOCATION

Held at Nappanee, Indiana, to become effective
as the Law of the Grand Chapter May 1, 2013.

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PUBLISHED BY THE GRAND CHAPTER

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CONSTITUTION

STYLE AND TITLE.

Sec. C1. This Grand Chapter shall be known as the Grand Chapter of Royal Arch Masons of the State of Indiana.

OF WHOM IT CONSISTS.

Sec. C2. The Grand Chapter of Royal Arch Masons of the State of Indiana shall consist of the several Grand Officers thereof as provided for in a subsequent article of this Constitution and all Past Grand High Priests and all Past High Priests as long as they remain members of Chapters within this jurisdiction. Likewise, the presiding officers or proxies for the time being of the several Chapters and Lodges subordinate to this Grand Chapter. Only Royal Arch Masons in good standing may be delegates and attend the Grand Convocation of the Grand Chapter.

Sec. C3. Every High Priest of a Chapter subordinate to this Grand Chapter, when unable to attend the convocations of the same, shall appoint some member of his own Chapter to act as his proxy, and a certificate of such appointment, properly authenticated, shall be necessary to admit such a proxy to a seat in the Grand Chapter.

CONVOICATIONS.

Sec. C4. The Grand Chapter shall hold one Annual Convocation in each and every year during the month of April or May. Such Annual Convocation of this Grand Chapter shall be held at such time and at such place as set by the Grand High Priest, Grand King and Grand Scribe.

Sec. C5. Special convocations of the Grand Chapter may be held at such times and at such places as the Grand High Priest may desire, giving due notice thereof to each subordinate Chapter, and to each of the elected officers and Past Grand High Priests of the Grand Chapter.

Sec. C6. At any special convocation held by this Grand Chapter. no business shall be in order except that for which it shall have been convened, which must be fully set forth by the Grand High Priest in the order convening the same.

QUORUM.

Sec. C7. At all sessions of the Grand Chapter the representatives of nine Chapters shall be necessary to form a quorum for the transaction of business, and the Grand Chapter shall not be dissolved while there are nine Chapters willing to continue its organization.

STYLE AND. RANK OF GRAND OFFICERS.

Sec. C8. The several officers of this Grand Chapter shall take rank and title as follows:

1. Most Excellent Grand High Priest;

2. **Right Excellent Grand King,**
3. **Right Excellent Grand Scribe,**
4. **Right Excellent Grand Treasurer,**
5. **Right Excellent Grand Secretary,**
6. **Excellent Grand Captain of the Host,**
7. **Excellent Grand Principal Sojourner,**
8. **Excellent Grand Royal Arch Captain,**
9. **Grand Master of the Third Veil,**
10. **Grand Master of the Second Veil,**
11. **Grand Master of the First Veil,**
12. **Grand Chaplain,**
13. **Grand Lecturer,**
14. **Grand Guard,**
15. **Grand Organist,**
16. **Grand Historian.**

WHO ARE ELIGIBLE AS GRAND OFFICERS.

Sec. C9. No Companion shall be eligible to, or hold office in this Grand Chapter who is not at the time a member in good standing of a chartered Chapter subordinate thereto and no Companion shall be eligible to an elective Grand Office who has not been duly elected, installed and has presided over a subordinate Chapter. Companions may distribute printed material stating their qualifications and desire to be considered for election as a Grand Chapter officer.

GRAND OFFICERS, HOW FILLED.

Sec. C10. At each annual convocation of the Grand Chapter, the following Grand Officers shall be elected from among the Companions, who are at the time constitutionally eligible,

- Grand High Priest,**
- Grand King,**
- Grand Scribe,**
- Grand Treasurer,**
- Grand Sectary,**
- Grand Captain of the Host,**
- Grand Principal Sojourner,**
- Grand Royal Arch Captain.**

Sec. C11. The following officers of this Grand Chapter shall be appointed by the Grand High Priest-elect, with the advice and consent of the Grand Chapter,

- Grand Master of the Third Veil,**
- Grand Master of the Second Veil,**
- Grand Master of the First Veil,**
- Grand Chaplain,**
- Grand Lecturer,**
- Grand Guard,**
- Grand Organist,**
- Grand Historian,**

Sec. C12. The Grand High Priest has the prerogative of appointing an appropriate amount of Royal Arch Deputies and Special Deputies to oversee the Ritual Work and Administration of the Constituent Chapters. SEC. C9 - C12, REVISED: 4 / 2007

GRAND OFFICERS MUST BE INSTALLED.

Sec. C13. Every Companion elected or appointed to an office in this Grand Chapter shall, if present, be installed at some suitable time before the closing of the Convocation at which he may have been elected or appointed. If any Companion, elected or appointed to an office, be absent or unavoidably called away before installation, he shall be installed in a subordinate Chapter, under the direction of the Grand High Priest, before assuming the duties of his office.

POWERS OF THE GRAND CHAPTER.

Sec. C14. The Grand Chapter of Royal Arch Masons of the State of Indiana is the highest source of authority in Royal Arch Masonry within said State. It claims and of right enjoys, the sole government and supervision of all Chapters of Royal Arch Masons, and Lodges of Mark, Past and Most Excellent Masters, within said jurisdiction.

Sec. C15. It may therefore:

First: Grant Charters and Dispensations for the establishment of Chapters of Royal Arch Masons with the right to confer therein the several degrees of Masonry; denominated Mark Master, Past Master, Most Excellent Master and Royal Arch Mason. It may also grant Charters and dispensations for Lodges of Mark, Past, and Most Excellent Masters. When it is deemed expedient and for good cause may annul, revoke or amend such charter or dispensation, or any pre-existing Charter or dispensation. Any existing Sections in this Constitution and General Regulations governing Chapters will also apply to Lodges.

Second: It may assign the limits of each Chapter within its jurisdiction and settle all controversies arising between them. It shall have the final decision and determination of all matters of controversy and grievances brought up by appeal or otherwise,

Third: It may reprimand, suspend or expel any member from its own body for a violation of this Constitution, or for the violation of the Constitution, General Regulations and Edicts of the Grand Chapter, or any of them.

Fourth: It may assess and collect from the several Chapters under its jurisdiction such sums of money, annually, as may from time to time be found necessary for the support and maintenance of the Grand Chapter.

Fifth: It shall supervise the status and condition of its own finances, and adopt such measures in relation thereto as may be for the good of the Craft.

Sixth: It shall make and adopt Laws and general regulations for the government of the Chapters within its jurisdiction and at its discretion amend or repeal the same.

Seventh: It shall, at each annual Convocation, consider and review the reports and doings of the Grand Officers for the preceding year, as well as those of the several Chapters within its jurisdiction.

Eighth: It shall do whatever it may deem necessary to the well being and perpetuity of Royal Arch Masonry in the State of Indiana.

POWERS OF THE GRAND HIGH PRIEST.

Sec. C16. The Grand High Priest shall see that the Constitution, General Regulations and Edicts of the Grand Chapter are strictly and promptly administered.

Sec. C16 (a). The Grand Chapter Royal Arch Masons “Grand Officers” will consist of all Indiana Grand Chapter Elected Officers (i.e. Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary, Grand Captain of the Host, Grand Principal Sojourner, and Grand Royal Arch Captain) for the purpose of ‘policy and operations’ management oversight. REVISED: 4/2008

Sec. C17. He shall have the power to assemble special convocations of the Grand Chapter whenever, in his judgment, the harmony and welfare of the Craft demand it.

Sec. C18. He may assemble a subordinate Chapter at pleasure; visit and preside therein, inspect its records and work, and give such instructions relative to the same as may be desirable to insure a perfect and uniform system of work in the several Chapters, and require a strict conformity to the Constitution, General Regulations and Edicts of the Grand Chapter .

Sec. C19. He shall decide all questions of law or usage that may be submitted to him; subject, however, to the approval of the Grand Chapter.

Sec. C20. He shall have the power to suspend the labors of a Chapter, and, if necessary, arrest its charter until the next convocation of the Grand Chapter.

Sec. C21. He shall have the power, for a breach of official duty, to suspend a High Priest of a Chapter from the duties of his office until the next annual convocation of the Grand Chapter.

Sec. C22. He shall have the power, for a breach of the moral code, to suspend a High Priest of a Chapter from his office, and, upon proper charges and specifications being filed with him, to cause an investigation of such immoral conduct before the Chapter, in order that the Chapter may be promptly purged there from, or the accused honorably acquitted.

Sec. C23. Whenever the offices of High Priest, King and Scribe of a Chapter all become vacant, from any cause, the Grand High Priest, shall have the power to appoint from its membership, a High Priest, King and Scribe to act until the next election of the Chapter.

(Also see Sec 78, 79 & 80 of Gen. Laws)

Sec. C24. He shall have the power to fill all vacancies that may occur in any of the offices of the Grand Chapter during its recess.

Sec. C25. He shall have the power, in person or by proxy, to constitute and consecrate newly chartered Chapters and install the officers thereof.

Sec. C26. He shall have authority, during the recess of the Grand Chapter, to grant letters of dispensations, attested by the Grand Secretary and the seal of the Grand Chapter, to a competent number of petitioners residing in his jurisdiction and possessing the constitutional qualifications empowering them to form and open a Chapter of Royal Arch Masons, such dispensation to be in force until the next annual convocation of the Grand Chapter, and no longer.

POWERS OF GRAND KING AND GRAND SCRIBE.

Sec. C27. In the event of the death, absence from the state, removal from office, or physical inability of the Grand High Priest, the duties of that officer shall devolve upon and be discharged by the Grand King and Grand Scribe, who shall severally, in order and according to rank, perform the duties of Grand High Priest. At all other times, they shall perform such duties as are traditionally appropriate to their respective stations.

PETITION FOR NEW CHAPTER.

Sec. C28. No dispensation for a new Chapter shall be granted except upon the petition of fifteen or more regular Royal Arch Masons. No charter will be granted to a Chapter U.D., until that Chapter shall have provided for its use all necessary robes and other equipment for the proper conferring of the degrees, of such quality as to maintain the dignity and beauty of Capitular Masonry. The Charters and Dispensation committee will review the Paraphernalia and conferring of the degrees and make its recommendation to the Grand High Priest, who will make the final determination whether to grant the charter.

Sec. C28(a) The Officers shall be required to open and close without use of the ritual on the Royal Arch Degree and confer the Past Master Degree, using the Allegory for at least three members of the Charters and Dispensations Committee of the Grand Chapter. This conferral must be done before their Petition for a regular Chartered Chapter is completed.

2. The Officers and members shall be required to confer either the Mark Master Degree or the Royal Arch Degree within one year after receiving their Charter. The conferral must be witnessed by at least two members of the Charters and Dispensations Committee.

3. The Officers and members shall be required to confer the other Decree of number two (2) above within two years after receiving their Charter. This conferral must be witnessed by at least two members of the Charters and Dispensations Committee.

4. The Chapter must set their Dues structure so as to provide proper financial support for all foreseeable needs.

5. The Chapter must acquire the equipment to confer the Degrees within the time required for the Degrees.

FEE FOR DISPENSATION AND CHARTER.

Sec. C29. Any group of Royal Arch Masons applying for a dispensation shall pay to the Grand Chapter the sum of ninety dollars before such dispensation is issued.

RESIDENCE OF PETITIONERS FOR CHAPTER.

Sec. C30. No charter or dispensation for the organization of a new Chapter shall be granted to any person or persons residing outside of the State of Indiana.

THE FUNDAMENTAL LAW AND AMENDMENTS.

Sec. C31. The foregoing Constitution is the fundamental law of the Grand Chapter of Royal Arch Masons of the State of Indiana. All Laws, Regulations and Edicts adopted by the Grand Chapter must be in accord therewith.

Sec. C31 (a). In all cases where the law of the Grand Chapter Royal Arch Masons for the State of Indiana is silent, the law of the Grand Lodge of Indiana should, where applicable, and in similar cases, be adopted and followed. REVISED: 4/2007

Sec. C32. This Constitution may be amended in the following manner, to-wit: Any amendment shall be proposed in writing at an annual convocation of the Grand Chapter. In case of a 3/4 majority vote in favor of amending the Constitution, such amendment will become effective immediately, otherwise it shall lie over for the consideration of the members of the Grand Chapter at the next annual convocation; when, if adopted by two-thirds of the members of the Grand Chapter present, the same shall become a part of this Constitution; provided, that before final action can be had thereon such proposed alteration must be referred to and reported upon by the Committee on Jurisprudence.

GENERAL REGULATIONS OF THE GRAND CHAPTER

DUTIES OF GRAND HIGH PRIEST.

Sec. 1. It is the duty of the Grand High Priest to attend and preside over the Convocation of the Grand Chapter, preserve order and decorum; put all motions and questions made and seconded; decide all questions of order that may arise; sign the proceedings of the Grand Chapter, when properly drawn up; and fill such vacancies in the Grand Offices as may from time to time occur during the convocations of the Grand Chapter.

Sec. 2. At the opening of each annual convocation, he shall make a written report to the Grand Chapter of his official acts and doings, and such other matters as he may deem necessary, for the consideration of the Grand Chapter.

Sec. 3. He shall appoint within ten days after his installation the following standing committees:

1. Charters and Dispensations.
2. Finance.
3. Credentials.
4. Foreign Relations.
5. Grievances and Appeals.
6. Inspection.
7. Jurisprudence.
8. Necrology.
9. Pay Roll.
10. Permanent Investments
11. Resolutions
12. Ritual
13. Unfinished Business
14. Visiting Companions
15. Insurance
16. York Rite Association of Indiana
17. Education
18. Long Range Committee

The Grand Secretary must be notified within fifteen (15) days of these appointments. Each of the committees shall consist of at least three members of the Grand Chapter, except; that the Permanent Investments Committee shall consist of three Past Grand High Priests. That the Grand High Priest appoint the committee, one member of which shall be appointed for one year, one for two years and one for three years. Thereafter, the term of each member appointed, shall be for a period of three years and such appointment shall be made by the Grand High Priest In the event of a vacancy in the membership of this committee, the Grand High Priest shall appoint a successor for the unexpired term

Sec. 4. The Grand High Priest shall appoint all other committees created for the transaction of the business of the Grand Chapter that may not be appointed by resolution, and all committers shall make due report on the subject-matter referred to them.

Sec. 5. The presence of the Grand Representatives of Grand Jurisdictions near the Grand Chapter of Indiana, being very necessary to promote and guarantee pleasant fraternal relationships between the various Grand Chapters; the Grand High Priest is charged with the responsibility of maintaining this fraternal relationship by nominating competent Companions as the Grand Representatives for Sister Grand Chapters near the Grand Chapter of Indiana.

Sec. 6. If a Grand Representative near the Grand Chapter of Indiana for any other Grand Jurisdiction is absent from the Grand Chapter Convocation for three (3) consecutive years without a reasonable excuse in writing to the Grand Secretary or the Grand High Priest, the Grand High Priest shall make a new recommendation for the appointment and shall request that the former commission be withdrawn.

Sec. 7. He shall perform such other duties as the nature of his station may require, or the ceremonies and ritual of the Royal Craft impose.

DUTIES OF GRAND TREASURER.

Sec. 8. The Grand Treasurer shall attend all convocations of the Grand Chapter. He shall keep proper records of the accounts of his office and present same to the Committee on Finance so that they will be able to audit them. He shall pay all lawful warrants drawn upon him by the Grand Secretary; he shall serve as the custodian of the funds and securities of the Grand Chapter; and make a detailed report of his official acts at its annual Convocation, and shall serve as Chairman Ex Officio of the Committee on Pay Roll.

DUTIES OF GRAND SECRETARY.

Sec. 9. It is the duty of the Grand Secretary to attend all convocations of the Grand Chapter; keep a correct record of its' proceedings, at length, in a book to be kept for that purpose; furnish a copy thereof and superintend the recording of the same immediately after the closing of each annual convocation; and perform such administrative duties as may pertain to his office, or as may be required of him. **REVISED: 4 / 2005**

Sec. 10. He shall have his books, papers, accounts, reports, etc., present at the opening of each annual Convocation, in order that the Committee on Finance can review them.

Sec. 11. He shall receive all monies belonging to the Grand Chapter, and pay the same to the Grand Treasurer.

Sec. 12. He shall keep a book in which he shall have recorded a copy of all charters organizing new Chapters that may be issued by authority of the Grand Chapter, and procure and keep all such other books and stationery necessary for his office and the use of the Grand Chapter.

Sec. 13. He shall receive the annual returns and make settlement with the several Chapters, and when so required lay the same, from time to time, before the Grand Chapter.

Sec. 14. He shall, on the first day of each annual convocation, report, in writing to the Grand Chapter, a full and clear statement of all monies received and paid over to the Grand Treasurer; specifically stating the amount, if any, remaining un-appropriated; all amounts due and unpaid from Subordinate Chapters; and the length of time any Chapter may not have been represented in the Grand Chapter.

Sec. 15. He shall issue and sign all orders on the Grand Treasurer. He shall keep the seal of the Grand Chapter and affix the same to all charters, dispensations, communications, records, and all other documents proper to be certified. He shall keep all books, jewels, charts, furniture, and other property belonging to the Grand Chapter that may not be placed in the hands of other Grand Officers; and at the expiration of his term of office, shall deliver over to his successor all property or other matters in his hands belonging to the Grand Chapter. He shall, from time to time, regularly transmit to the Grand Secretary of each of the several State Grand Chapters, to some appropriate Grand Officer of all other regularly organized Grand Bodies of Royal Arch Masons, and to the subordinate Chapters in this Grand Jurisdiction, two copies of the printed proceedings of the Grand Chapter.

Sec. 16. He shall prepare a Directory of all High Priests and Secretaries of the several subordinate Chapters, annually, after the election of officers, as soon as he is able to secure full returns thereof and mail same to the subordinate Chapters, for their information.

Sec. 17. He shall perform such other duties as may pertain to his office as Grand Secretary, together with such as may from time to time, be directed by order of the Grand Chapter or Grand High Priest.

Sec. 17-A. Proper Accounts.

1. The Grand Secretary may use a computer and printer, which may belong to the individual, in his work of writing, storing, addition or subtraction and printing of the financial accounts and written records in his possession, which belong to the Grand Chapter Royal Arch Masons of Indiana.

2. He must also, along with the financial records and other records stored in the computer, have an up to date paper copy placed in a book as the holder of records of the Grand Secretary.

3. If the Grand Secretary uses a computer, he must also back up his financial and written records every thirty (30) days or less. Electronic back up records may be kept on a “flash drive”, “travel drive”. “chip” or any other device designed for that purpose. The device must also be labeled, “Property of the Grand Chapter Royal Arch Masons of Indiana”.

4. The back up device used by the Grand Secretary must not have any other information on it, only the records of the Grand Chapter Royal Arch Masons of Indiana.

5. The record of work of the Grand Secretary in the computer and on the back up device must have listed in it, "This information and records are the sole property of the Grand Chapter Royal Arch Masons of Indiana and is not a part of the records or financial wealth of the individual".

REVISED: 4 / 2008

DUTIES OF A ROYAL ARCH DEPUTY.

Sec. 18. It is the duty of the Royal Arch Deputy to make an annual inspection of each Chapter, its books, quarters, equipment and work; to instruct the several Chapters throughout the Jurisdiction in the ritual, law, records and ceremonial observances, under direction of Grand High Priest or Grand Chapter; make a written report to the Grand Lecturer and an annual report to the Grand Chapter; to investigate and report upon the condition of all applications for new Chapters, when requested by the Grand High Priest; and to make recommendations to Grand Chapter relative to any improvement for the good of Capitular Masonry. He shall perform such other duties as may pertain to his office, together with such as may from time to time be directed by order of the Grand High Priest or Grand Lecturer.

Sec. 19. When a Royal Arch Deputy finds a Chapter with equipment worn and unfit insofar as to detract from the dignity of the work, he shall report the same to the Grand High Priest and Grand Lecturer for their appropriate action.

Sec. 20. The Royal Arch Deputy is the personal representative of the Grand High Priest, and any request coming from the Royal Arch Deputy must be accorded the same consideration as a similar request from the Grand High Priest and be subject to the same penalties for disobedience.

REVISED: 4 / 2005

SALARY AND ALLOWANCE OF GRAND TREASURER.

Sec. 21. The Grand Treasurer shall receive for his services such sum as is annually recommended by the Finance Committee and approved by Grand Chapter.

SALARY AND ALLOWANCE OF GRAND SECRETARY.

Sec. 22. He shall receive for his services as Grand Secretary such sum as is recommended annually by the Finance Committee and approved by Grand Chapter, payable monthly on warrants drawn on the Grand Treasury.

DUTIES OF COMMITTEES.

Sec. 23. The Committee on Credentials shall examine the credentials of representatives referred to it, and report the name of each representative and proxy present, with the name and number of the Chapter represented

Sec. 24. The Committee on Unfinished Business shall examine and report from the proceedings of the previous annual convocation all such matters as were then pending and undetermined.

Sec. 25. The Committee on Visiting Companions shall perform the duties of their appointment according to established Masonic usage.

Sec. 26. The Committee on Necrology shall be subdivided as follows:

- (a). A Committee on the Fraternal Dead of our Jurisdiction.**
- (b). A Committee on the Distinguished Dead of other Jurisdictions.**
- (c). A Committee on Deceased Grand Officers or Permanent Members of this Grand Chapter.**

They shall severally submit suitable memorials in writing to the Grand Chapter at its annual convocations.

Sec. 27. The Committee on Charters and Dispensations shall examine the returns of Chartered Chapters and their By-Laws, when submitted to it by the Grand Chapter; and shall note all improper, informal, or illegal matters therein; and report the same to the Grand Chapter with its recommendations in the premises; likewise, particularly examine the work, records and By-Laws of the Chapters under dispensation and the proceedings of the Grand Officer granting the same. It will note all matters that are improper or unconstitutional in any such work, records and By-Laws and report to the Grand Chapter, with such recommendations as it shall deem proper.

This Committee shall consist of five (5) Royal Arch Masons consisting of three (3) Past Grand High Priests of which one (1) shall be for a term of three (3) years; one (1) for a term of two (2) years, and one (1) for a term of one (1) year along with two (2) 'At-Large' appointments made by the Grand High Priest. The Grand King shall serve as an Ex-officio member.

REVISED: 4 / 2007

Sec. 28. The Committee on Grievances and Appeals shall examine all matters of controversy brought before the Grand Chapter and report thereon for the action of the Grand Chapter.

Sec. 29. The Committee on Finance shall carefully examine all claims or accounts presented for allowance to the Grand Chapter. It shall take into consideration the condition of the funds and estate of the Grand Chapter, and all propositions and resolutions affecting its revenue which may be offered. It shall specifically report thereon, and may recommend any measures which, in its opinion, will operate financially to the benefit of the Royal Craft. It shall also examine Budgets prepared by the Grand Secretary, and if in agreement, present it for approval of the Grand Chapter.

BUDGET GUIDELINES:

All orders or commitments for anything to be charged to the Grand Chapter must be placed by the Grand Secretary, or under his direction.

Payments For Expenditures Within The Budget. The Grand Secretary will arrange for purchases within the budget. When the Grand Secretary has established that the Grand Chapter has received value for the bill presented, and that the bill is properly within our budget, he will approve the bill for payment. Purchases within the budget must be for the purpose indicated in our budget, and funds budgeted for one purpose are not to be expended for any other purpose. When bills are thus approved by the Grand Secretary, the approval of the Grand Secretary shall constitute the approval of the Finance Committee.

Expenditures Outside The Budget. Expenditures outside the budget may be required by unforeseen circumstances, or by an emergency. In such any expenditure outside the budget must be approved by the Grand Secretary, Grand Treasurer, Grand High Priest, and the Finance Committee.

The Committee on Finance shall meet one day before the Convocation of the Grand Chapter and shall be allowed the usual per diem for the extra day, which shall be entered in the Pay-Roll.

BANKING GUIDELINES.

FIRST, that the Grand Treasurer and Grand Secretary of this Grand Chapter and the Committee on Finance be, and they are, authorized and directed to designate those insured Banking or Savings and Loan institutions as depositories in which funds of this Grand Chapter may be deposited.

SECOND, to name those officers or members of this Grand Chapter who shall be authorized to endorse checks, drafts, notes, and like obligations coming into the possession of this Grand Chapter, and to sign checks, drafts, or orders against any funds to the credit of said Grand Chapter with said Banks.

THIRD, that the Committee on Finance is empowered and directed to approve proper resolutions, implement this authorization and directive, and to file with the Grand Secretary of this Grand Chapter certified copies of such resolutions.

FOURTH, that the Grand Secretary of this Grand Chapter be, and he is hereby authorized, to file certified copies of such resolutions with the Banking or Savings and Loan institutions so named .

FIFTH, that all previous Banking resolutions of this Grand Chapter are hereby revoked.

It is recommended that all checks drawn against the General Fund of the Grand Chapter carry the signature of the Grand Treasurer and the signature of the Grand Secretary The signature of the Chairman of the Committee on Finance should be authorized, to be used only if one of these officers is unable to sign a check in person.

This Committee shall consist of five (5) Royal Arch Masons consisting of three (3) Past Grand High Priests of which one (1) shall be for a term of three (3) years; one (1) for a term of two (2) years, and one (1) for a term of one (1) year, along with two (2) 'At-Large'

appointments made by the Grand High Priest, for one year only. The Grand King and Grand Scribe shall serve as an Ex-officio member.

All expirations of the Past Grand High Priest terms shall be filled for a term of three (3) years. If a vacancy occurs among the three (3) Past Grand High Priests, it shall be filled by appointment for the remainder of the unexpired term. **REVISED: 4 / 2007**

OTHER COMMITTEES.

Sec. 30. The Committee on Pay Roll shall ascertain and report the per diem and mileage allowed to the members of the Grand Chapter.

Sec. 31. The Committee on Foreign Relations shall consider questions involving jurisdictional rights and customs with sister Grand Chapters and report to the Grand Chapter, by resolution or otherwise, upon matters of General import affecting it.

Sec. 32. The Committee on Jurisprudence shall carefully examine all proposals to revise, alter or amend the Constitution and Laws at the Grand Chapter, as well as all other matters or questions of Capitular law or usage; such as decisions, edicts and special dispensations of the Grand High Priest, and make a report thereon in writing to the Grand Chapter. **REVISED: 4 / 2012**

The Committee on Jurisprudence shall meet one day before the Convocation of the Grand Chapter and shall be allowed the usual per diem for the extra day, which shall be entered on the Payroll.

The Committee shall be composed of seven (7) Royal Arch Masons including six (6) Past Grand High Priests, and one (1) 'At Large' appointment for one (1) year; two (2) Past Grand High Priests shall be appointed for a term of three (3) years; two (2) for a term of two (2) years and (2) for a term of one (1) year. The one (1) 'At-Large' appointment will possess a minimum rank of High Priest. The Grand King shall serve as an Ex-officio member.

All expirations of the Past Grand High Priest terms shall be filled by another Past Grand High Priest for a term of three (3) years. If a vacancy occurs among the three (3) Past Grand High Priests, it shall be filled by appointment for the remainder of the unexpired term. **REVISED: 4 / 2012**

Sec. 33. The Committee on Inspection shall examine the record of work done by the Royal Arch Deputy and make such recommendations to Grand Chapter as it shall deem necessary for the improvement of Capitular work in the Jurisdiction.

Sec. 34. The Committee on Permanent Investments shall collect any and all maturing bonds and securities and reinvest the same as in their opinion shall be most desirable. It shall also invest such other funds as may be from time to time available for that purpose. The committee shall also be authorized to make short time investments out of funds not needed for immediate use of the Grand Chapter in U. S. Government Securities and/or deposits in Banks insured by the Federal Deposit Insurance Corporation and / or Savings

and Loan associations insured by the Federal Savings and Loan Insurance Corporation. Deposits in either Banks or Savings and loan associations shall be limited to the amount covered by FDIC Insurance. Investments may also be in Mutual Funds or any other Certificate of Investment whose trading is controlled by the Securities Exchange Commission. Said committee shall report its accounts under this law to the Grand High Priest and annually to the Grand Chapter. REVISED: 4 / 2012

The following policy is recommended to govern the Committee on Permanent Investments in the discharge of their responsibilities.

1. The General Fund and the Permanent Investments shall be considered as separate entities, and be completely separated in all reporting.

2. Any transfer of funds between the Permanent Investment Funds and the General Fund should be done only by Grand Chapter action.

3. The proceeds of bond sales, whether at maturity or at any other time, remain Permanent Investment Funds.

4. The investment policy of maintaining our Permanent investments in Government Bonds and interest bearing Savings Accounts, Certificates of Deposit in insured Banking or Savings and Loans institutions, or Mutual Funds or any Certificate of Investment whose trading is controlled by the Securities Exchange Commission to be named by the Grand Treasurer and approved by the Committee on Permanent Investments continue to be the policy of this Grand Chapter. REVISED: 4 / 2012

5. All Banking transactions involving permanent investment funds must carry the signature of the Grand Treasurer and the Grand Secretary.

The certificate of the Grand Secretary under seal of the Grand Chapter to the effect that any such sale and / or transfer has been duly approved and directed by the Committee on Permanent Investments, shall be sufficient evidence to any purchaser or assignee that the Grand Treasurer is fully authorized and empowered to execute any such transfer or assignment as aforesaid; and no purchaser shall be under any duty or obligation to look beyond said certificate of the Grand Secretary for the authority of the Grand Treasurer to execute any and all papers and instruments required by any purchaser or assignee so as to effectively transfer and possess title to any bonds or securities to such purchaser or assignee.

The Committee on Permanent Investments shall have full power and authority to direct the sale, transfer and disposal of any and all bonds or securities owned by the Grand Chapter; and when so directed, the Grand Treasurer shall be deemed fully authorized and empowered to execute any and all transfers or assignments of bonds and securities owned by the Grand Chapter, whether registered or not; and the Grand Treasurer shall have full power and authority to execute and deliver any and all papers and instruments necessary to effectively transfer and pass title to any such bonds and securities to any purchaser or assignee.

Sec. 35. The Committee on Ritual shall consist of the Grand High Priest, Grand King, two Past Grand High Priests and three High Priests. This committee shall consider any change, alteration, or suggested improvement in the Ritual submitted to it by the Grand Chapter; and report its conclusions thereon to the Grand Chapter for action.

Sec. 36. That the Committee on Insurance shall be charged with the responsibility of procuring Workmen's Compensation Insurance, Comprehensive General Liability Insurance, Surety and Fidelity Bonds, or any other type of insurance or surety and fidelity bonds as the Grand Chapter of Royal Arch Masons of the State of Indiana may direct; all in accordance with this Constitution, or as the Grand High Priest may direct. In the absence of any directive from the above mentioned Constitution or the Grand High Priest, this committee shall provide such protection as is above enumerated, as it may deem necessary for the good of the Grand Chapter of Royal Arch Masons of the State of Indiana; provided, that in the exercise of the above, this committee, or any member of this committee, shall not be held jointly or individually legally liable for any errors of omission or commission. The Committee on insurance shall consist of three (3) Past Grand High Priests in accordance with section three (3), of the General Regulations.

Sec 37. The Committee on York Rite Cooperation shall consist of the Grand High Priest, the Grand King and the Grand Scribe. This committee shall have the responsibility to determine if this committee should be expanded. When it is determined that other members are necessary the Grand High Priest shall appoint whomever he deems qualified to perform the duty required.

REVISED: 4 / 2012

Sec. 38. Each Grand High Priest shall appoint a Committee of six members to be known as the Educational Committee, for a period of one year. That each member of the Educational Committee be hereafter recognized as a representative to the Grand Chapter with all the rights and privileges of a representative; except that such members of the committee all not have the right to vote upon any question before the Grand Chapter, but shall have a right to present any matter before the Grand Chapter pertaining to or in any way connected with the duties of the Educational Committee. That each member of the Educational Committee shall have the same per diem and mileage as paid representatives to the Grand Convocation, unless said member is paid per diem and mileage as a representative in another capacity.

Sec. 39. The Finance Committee shall budget a reasonable amount to pay the expenses of the members of the Educational Committee in the performance of their duty, provided, however, that said Committee all make due accounting of the money received by them and each of them, and the money paid out by them, or each of them, or as a Committee, at each annual Convocation of the Grand Chapter; and provided further that the Grand Secretary shall from time to time honor requisitions of the Chairman of the committee so as to provide funds to meet and defray the expenses of the Committee; and provided further that the total amount of such requisitions shall not exceed annually the sum as provided in the Budget.

Sec. 40. The Long Range Committee shall develop specific recommendations for the betterment of the Grand Chapter and its members, for a period of five years in the future. The committee shall provide specific recommendations as to that segment of the plan to be implemented during the calendar year for the delegates' approval. The plan shall address, but not be limited to, such items as membership development, growth and development of new chapters or restoration of weak chapters to a stronger status. The Planning Committee shall consist of all elected officers of the Grand Chapter. The Grand High Priest may appoint other companions to this committee as he deems necessary. REVISED: 4 / 2003

Sec. 41. Each member of the Grand Chapter, except Past High Priest acting only in that capacity, shall be entitled to draw from the funds thereof twenty five dollars for each day in attendance on the Convocation of Grand Chapter, and also the further sum of twelve and one half cents for each mile necessarily traveled in coming to and returning therefrom; the distance to be estimated from the location of the Chapter he represents, and by the most convenient traveled route; provided, however that no officer pro tem shall receive pay as such, nor shall the representative of any Chapter be allowed to draw mileage and per diem from the funds of the Grand Chapter until the dues of his Chapter are fully paid; provided further, that no representative shall receive per diem for any day at which he failed to attend the sessions of Grand Chapter and no one shall be excused from such attendance except for good reasons and by vote of Grand Chapter. The elected officers of the Grand Chapter shall meet one day in advance of the Annual Convocation and shall be allowed per diem for the extra day.

Sec. 42. If credentials are not filed with the Credentials Committee the first day the allowance of that day shall be withheld. If the Payroll is not signed in person by the Representative at the close of the Convocation, the allowance shall be withheld unless the Representative is excused in open Grand Chapter. Payments of mileage and per diem shall be made by the Grand Treasurer by check. Checks will not be mailed by the Grand Treasurer.

Sec. 43. All Chapters working under charters shall be represented at the annual convocations of the Grand Chapter by the High Priest or a member of the Chapter as his proxy; appointed by the High Priest and certified under his official signature; but if the High Priest shall decline to attend the Grand Chapter or to appoint a proxy, the Chapter may, by resolution, designate and make choice of any member thereof as the representative, certified by the Secretary and attested with the seal of the Chapter. The Grand High Priest shall suspend the charter of any Chapter which has not been represented at three successive annual convocations of the Grand Chapter under authority granted by Section C20 of the Constitution.

WHO SHALL VOTE, A MAJORITY TO DECIDE.

Sec. 44. In all elections and in the decision of all questions arising before the Grand Chapter; each member shall have one vote, and a majority of all votes cast shall determine.

GRAND CHAPTER DUES.

Sec. 45. Each Chapter shall pay to the Grand Chapter, for the use of the Grand Chapter, on or before the first day of February of each year, five dollars for each exaltation for the preceding year and ten (\$10.00) dollars per member per capita based on membership as of December 31st of the previous year, except the Life Membership members of the Chapter shall be charged the per capita rate at the time the Life Membership was purchased. The five dollar exaltation fee shall entitle each new exalted member to a monitor. No per capita shall be due Grand Chapter for fifty year members whose dues are remitted.

REVISED: 4/2010

Any sums so received by the Grand Chapter in any year together with all other operating income, in excess of total disbursements, including an adequate Triennial Reserve Fund; may on recommendation of the Committee on Finance, be credited pro rata on dues payments only to the respective Chapters paying same and deducted from obligations for dues payable the succeeding year.

PAY OF MEMBERS, GENERAL GRAND CHAPTER.

Sec. 46. The Grand Chapter of Indiana shall pay to each of the first three officers of the Grand Chapter and to each of the Past Grand High Priests of the Grand Chapter, who may attend the Triennial convocations of the General Grand Chapter, a mileage of (25) twenty-five cents per mile one way by the shortest route of travel from the city of Indianapolis to the place where such Triennial Convocations may be held, together with a per diem of seventy five dollars per day for each day the Triennial Convocation shall be in session, and the further sum of fifty dollars per day for two days' travel. All delegates must pay the registration fee to be eligible for expense money. Pay in the above amounts shall be extended to the Grand Captain of Host, Grand Principal Sojourner, and Grand Royal Arch Captain, during the 2005 and 2008 General Grand Chapter Triennials.

REVISED: 4 / 2005

WHEN CHAPTER PROPERTY FORFEITS TO GRAND CHAPTER.

Sec. 47. When the charter of a subordinate Chapter shall be surrendered or forfeited, the whole of the property of said subordinate Chapter, of every kind and description, shall be vested in the Grand Chapter, and subject to its disposal; and it shall be the duty of the Grand High Priest, or his authorized Deputy, to take possession thereof and hold the same, subject to the order of the Grand Chapter. The proceeds of the property of a Chapter whose Charter has been surrendered or forfeited may be applied to the indebtedness of the defunct Chapter.

RULES OF ORDER.

Sec. 48. The Grand High Priest shall take the chair at 9:00 o'clock a.m. the first day of the Annual Convocation unless a different hour shall have been previously fixed by the Grand

Chapter, and shall proceed immediately to convene the Grand Chapter in due form; after which he shall observe the following order of business, so far as practicable:

- a. Preliminary report of the Committee on Credentials.**
- b. Calling the Roll of Grand and Past Grand Officers, Grand Representatives, and Representatives of the Chapters.**
- c. Reports from Grand Officers in order according to rank.**
- d. Reports from standing committees in the order as arranged and mentioned in the General Regulations of the Grand Chapter.**
- e. Reports from select committees in the order in which the same may be presented.**
- f. Resolutions, memorials, appeals, or other matters which may not have been previously presented.**
- g. The foregoing order of business may be dispensed with or varied from at any time for the purpose of receiving a report from the Committee on Credentials, or for the consideration of the special order of the day, which may have been previously fixed for that hour.**
- h. The Grand High Priest shall preserve order and decorum in conducting the business of the Grand Chapter. He may speak on points of order in preference to other members. He shall decide all questions of order, subject however, to an appeal to the Grand Chapter by any two members thereof.**
- i. Any question that may be susceptible of a division shall be divided, and the question thereon taken separately, should any member of the Grand Chapter request it.**
- j. When a question shall have been decided, any member who may have voted with the majority may move a reconsideration thereof at any time before the final closing of the Convocation.**
- k. When a question is put, it shall be the duty of every member present to vote, unless excused by a vote of the Grand Chapter.**
- l. No motion shall be entertained until seconded, and no debate shall be had thereon until the question shall have been stated by the presiding officer.**
- m. Every motion shall be reduced to writing when requested by a member of the Grand Chapter.**
- n. All questions shall be propounded in the order in which they are moved, except that in filling blanks, the largest sum or the longest time named shall be put first.**

- o. When a question is under debate no motion shall be received, but:**

First: To Call Off.

Second: To Postpone Indefinitely.

Third: To Postpone To A Certain Time.

Fourth: To Commit. (i.e., to refer to committee).

Fifth: To Amend.

Which several motions shall have precedence in the order here annexed.

- p. When a question is postponed indefinitely, the same shall not be again taken up and acted upon at that particular session of the Grand Chapter.**
- q. Motions and reports may be committed at the pleasure of the Grand Chapter.**
- r. When a member is about to address the Grand Chapter he shall rise from his seat and respectfully address the Grand High Priest by his title, which is "Most Excellent", give his Name, Chapter Name and Number and confine his remarks to the question under debate; and avoid all personalities.**
- s. No committee shall sit during the session of the Grand Chapter without special leave.**
- t. In all proceedings of the Grand Chapter it, shall be governed by Constitution and Laws of the Grand Lodge of Free and Accepted Masons of Indiana, except as herein provided.**
- u. Grand Honors of three times three will be given to all elected and appointed Grand Officers listed under Section C8. Additionally, all Past Grand High Priests, Royal Arch Deputies, Special Deputies and recipients of the General Grand Chapter Distinguished Service Award Past appointed officers shall receive a hearty welcome. Present and Past Elective Officers of other Grand bodies shall be accorded Grand Honors in the same method as prescribed for this Grand Chapter, or in the manner prescribed by their Grand Body.**

SUBORDINATE CHAPTERS, AUTHORITY FOR.

Sec. 49. Every Chapter of Royal Arch Masons or Lodge must have a dispensation or Charter duly issued by authority of this Grand Chapter and any Chapter or Lodge not complying with the foregoing is hereby declared irregular and clandestine, and all Capitular intercourse whatever with such unlawful association, or any member thereof, is forbidden under penalty of expulsion.

REVISED: 4 / 2012

CHAPTER OFFICERS.

Sec. 50. Each Chapter shall consist of a High Priest, King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, Masters of the First, Second

and Third Veils, Chaplain and Guard. With these may be associated as many members as may be found convenient for work and good government. No Companion shall hold two elective offices in the same Chapter concurrently.

Sec. 51. The officers of the Chapter officiate in the Lodges held for conferring the preparatory degrees according to rank, as follows:

The High Priest, as Right Worshipful Master;
The King, as Senior Warden;
The Scribe, as Junior Warden;
The Captain of the Host, as Marshal or Master of Ceremonies;
The Principal Sojourner, as Senior Deacon;
The Royal Arch Captain, as Junior Deacon;
The Master of the Third Veil, as Master Overseer,
The Master of the Second Veil, as Senior Overseer,
The Master of the First Veil, as Junior Overseer,
The Treasurer, Secretary and Guard, as officer of corresponding rank.

CHAPTERS, STANDARD FORM OF BY-LAWS.

Sec. 52. Every Chapter may adopt for its government the Standard Form of By-Laws provided by the Grand Chapter, filling in the blanks and adding sections necessary for its own special regulation, However, for the purpose of record in the office of the Grand Secretary, Chapters will use the Standard Form of By-Laws furnished by the Grand Chapter, and conform thereto as closely as local requirements will permit; avoiding any conflict with the Constitution and General Regulations of the Grand Chapter. Such By-Laws shall not be in force until submitted on the form provided, to the Grand High Priest or Grand Chapter for approval; and no chapter can, in any case whatever, suspend the operation of any part of its By-Laws. Any amendment thereto, to be valid and binding, must be presented at a stated convocation, lie over for action until the next stated convocation, and receive the approval of the Grand High Priest or Grand Chapter on the Standard Form itself.

CHAPTERS, HOW ORGANIZED.

Sec. 53. No new Chapter or Lodge shall be permanently organized until those wishing to form such Chapter or Lodge shall have worked a reasonable time under dispensation, and their work approved by the Grand Chapter at an annual convocation.

Sec. 54. A petition for a dispensation that clearly expresses the object and purpose of the petitioners, though wanting in form, shall be sufficient.

Sec. 55. Every petition must be signed by at least fifteen regular Royal Arch Masons, residents of Indiana, and recommended by the Chapter nearest the proposed location of the new Chapter, or by a Grand Officer, before the dispensation can in any case issue.

Sec 56. Signing a petition for and participating in the labors of a Chapter under dispensation does not thereby demit such petitioner from his Chapter and he shall become a plural member. The petitioners of a Chapter under dispensation shall continue to pay dues to their respective Chapters during the continuance of such dispensation. All such petitioners for the new Chapter shall be a member in good standing of a Chapter recognized by the Grand Chapter of Indiana. Should any of the petitioners for a dispensation to organize a Chapter be members of the Chapters of other Grand Jurisdictions that does not authorize plural membership, they shall file their demits from the respective Chapters with such petition. Chapters and Lodges under dispensation will pay per capita dues. The per capita will be the same for Lodges as for Chapters.

Sec: 57. The petitioners for the dispensation who are desirous of maintaining their membership in the Chapter when constituted under charter must have their names entered by the Grand Secretary in the charter.

Sec. 58. When a dispensation to organize a Chapter is issued, the same shall be delivered by the Grand High Priest in person to the High Priest of the Chapter under dispensation, or by some Companion whom he may designate as his special deputy for that purpose.

Sec. 59. Members of a Chapter signing a petition for a dispensation shall in no case be permitted to vote on the recommendation of their own petition.

Sec. 60. The offices of High Priest, King and Scribe of a Chapter under dispensation are filled by appointment of the Grand Officer granting such dispensation; and all other officers necessary for the work of the Chapter while under dispensation are filled by appointment of the High Priest.

Sec. 61. No installation of the officers of a Chapter under dispensation is necessary or proper, nor does any title of honor or distinction accrue by reason of service in any office under dispensation.

Sec. 62. A Chapter under dispensation possesses all the rights and privileges granted and conferred by the Grand Chapter upon a Chapter working under Charter, except the right to elect officers.

Sec. 63. A delegate from a Chapter working under dispensation is not entitled to vote or mileage and per diem to attend the Grand Chapter until its work under dispensation shall have been approved and a Charter granted. **EC. 53-63 / REVISED: 4 / 2007**

Sec. 64. When the work of a Chapter under dispensation has been approved and a charter issued by order of the Grand Chapter, before such Chapter can lawfully meet as such, they must be assembled by or under the authority of the Grand High Priest; their Chapter duly constituted and the officers named in the charter installed.

Sec. 65. The High Priest, when installed, will then have the right to fill, by appointment, all other offices necessary to the organization of the Chapter, and all such officers will then serve until their successors are duly elected and installed at the time as provided for in
SEC. 64 & 65 / REVISED: 4 / 2002

CHARTERED CHAPTERS - HOW DISSOLVED.

Sec. 66. A Chapter may be dissolved by the Grand Chapter or by the voluntary surrender of its Charter, or by consolidation with another Chapter. By mutual agreement of the Most Excellent Grand High Priest and fifteen members of the Chapter it may choose to regress to anyone of the three Lodges that it is capable of administration and conferring the respective degrees. In the case of regression the Lodge may be granted a Charter without going through the process of dispensation.

Sec. 67. A proposition to surrender the Charter of a Chapter must be made in writing at a stated meeting, and, if seconded by a majority of the members present, shall lie over until the next stated convocation. The Secretary of the Chapter shall notify each member of the Chapter, the Grand High Priest and the Grand Secretary of such proposition. Notification must be made by mail at least (10) ten days prior to the next Stated Convocation of said Chapter.

Sec. 68. At the next stated convocation, and not thereafter, said proposition may be called up, and a vote being taken thereon, the charter shall not be surrendered if nine members vote against it; provided, however, that no Chapter with a view of surrendering its Charter, or of consolidating with another Chapter, shall have the right to dispose of any of its property or assets.

Sec. 69. Should the charter be surrendered, the High Priest shall immediately take possession thereof; together with all the money and other property of the Chapter, and forward to the Grand High Priest an inventory of the same with his certificate of such surrender.

Sec. 70. Should a Chapter cease to exist, from any cause whatever, it shall be the duty of the High Priest to forward to the Grand Secretary the names of all of its members, together with the account current of each one; and any such member, by the payment to the Grand Secretary of all dues then owing to his Chapter, may receive from the Grand Secretary a certificate of membership, which certificate shall be equivalent to a demit. Exception: By order of the Grand High Priest, they may be automatically transferred to Indiana Chapter 1845 U.D.

Sec. 71. No charter shall be arrested or revoked except for cause, of which the Chapter shall have due notice and an opportunity to be heard.

ELECTIONS AND INSTALLATIONS.

Sec. 72. The High Priest, King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner and Royal Arch Captain shall be elected annually at the first stated Convocation in December of each calendar year by majority vote.

Section 72 (a). A Companion shall be privileged to hold an elected or appointed office in each Indiana subordinate Chapter that he is a member in good standing, but shall not be High Priest, King or Scribe of more than one (1) subordinate Chapter at the same time.

REVISED: 4 / 2007

Sec. 73. Masters of the First, Second and Third Veils, Chaplain and Guard may be elected, or appointed by the High Priest elect, as the By-Laws of the Chapter may provide. Officers shall be installed on or before the first stated meeting in January, following their selection.

Sec. 74. All officers elected or appointed shall be installed on the night of election or as soon thereafter as practicable; and no later than the first stated meeting in January. The officers so installed shall continue in the discharge of their respective duties until their successors shall have been duly elected and installed. Officers must be installed as often as elected or appointed.

Sec. 75. Should any Chapter fail to elect its officers at the time specified in Section 72, the Grand High Priest may then grant them a dispensation to hold a special election.

Sec. 76. The Secretary of each subordinate Chapter shall immediately notify the Grand Secretary of any election held subsequent to the annual election, giving the name of each officer, his address and the office to which he is elected.

Sec. 77. The installation ceremonies must be performed by a Companion who has been regularly installed as High Priest, and who is a member of a Chapter.

VACANCIES IN OFFICE.

Sec. 78. When a vacancy occurs in any elective office below the rank of High Priest the Chapter may fill the same by special election; vacancies in all other minor offices may be filled by appointment of the High Priest; in either case; without special dispensation from the Grand High Priest.

Sec 79. Should the office of High Priest become vacant the King or Scribe next in rank shall succeed to his rights, powers and duties; but if, for any cause, the first three offices of a Chapter become vacant, no Chapter can be convened or business transacted until the Grand High Priest shall fill the same by appointment, or authorize the Chapter to hold a special election to fill such vacancies.

Sec. 80. Should the High Priest-elect decline to be installed, the King or Scribe, or either of them, being installed, shall succeed respectively to that station. But should they both

decline to serve as High Priest; the vacancy shall be filled as provided in Section C23 of the Constitution or by special election of the Chapter upon dispensation by the Grand High Priest.

RIGHTS AND DUTIES OF OFFICERS.

Sec. 81. It is the duty of the High Priest to see that the Constitution, laws and Edicts of this Grand Chapter, as well as the By - Laws of his own Chapter, are strictly observed; that records of his Chapter are accurately kept; that just accounts and reports of all financial matters be properly rendered; that the reports to the Grand Chapter be regularly made out according to the forms furnished by the Grand Secretary and forwarded to that officer on or before the twentieth day of January annually; that the dues to the Grand Chapter be regularly and punctually paid, as hereinafter provided in these General Regulations; that officers and members of his Chapter perform the duties of their respective stations faithfully; that all ceremonies in his Chapter air performed with due order and solemnity; that the Secretary be required to use a good loose-leaf ledger, card index. or computer as he may prefer, wherein the full names of numbers shall be arranged in alphabetical order and the proper sequence of names preserved from year to year, (or a bound ledger which must conform to the requirements herein specified); and that the Annual Returns to Grand Chapter shall be made out in accordance therewith and in all respects as indicated by the printed instructions on said Annual Returns; that all petitions for initiation or membership are signed by the petitioner with his full Name, Christian, Middle and Surname, without abbreviation; that the Secretary use the Form Sheet prepared and issued from the office of Grand Secretary for his guidance is writing the minutes, so as to conform with the Ritual; and that the records of his Chapter are properly signed by himself and attested by the Secretary.

Sec. 82. It shall be the duty of the Secretary of each constituent Chapter of this Jurisdiction to make a full and complete financial report showing all expenditures and receipts including all assets at each Stated Meeting and such report shall be made and incorporated is the minutes of such Stated Meeting.

Sec. 82-A Proper Accounts.

1. The Secretary and or Treasurer may use a computer and printer, which may belong to the individual, in his work of writing, storing, addition or subtraction and printing of the financial accounts and written records in his possession, which are a part of the record of the individual chapter, and belong to the Grand Chapter Royal Arch Masons of Indiana.

2. The Secretary and or Treasurer must also, along with the financial records and other records stored in the computer, have an up to date paper copy placed in a book as the holder of records of the Secretary and or Treasurer.

3. If the Secretary and or Treasurer use a computer, he must also back up his financial and written records every thirty (30) days or less. Electronic back up records may

be kept on a “flash drive”, “travel drive”. “chip” or any other device designed for that purpose. The device must also be labeled, “Property of _____ Chapter # _____ Royal Arch Masons of Indiana”.

4. The back up device used by the Secretary and or Treasurer must not have any other information on it, only the records of _____ Chapter # _____ Royal Arch Masons of Indiana.

5. The record of work of the Secretary and or Treasurer in the computer and on the back up device must have listed in it, “This information and records are the sole property of _____ Chapter # _____ Royal Arch Masons of Indiana and is not a part of the records or financial wealth of the individual”. REVISED: 4 / 2008

Sec. 83. The High Priest has the authority of convening his Chapter at pleasure, and it is his duty to attend all convocations of the Grand Chapter, either in person or by proxy.

Sec. 84. In the absence of the High Priest, the King will take the chair, and in the absence of the High Priest and King; the Scribe will preside. In the absence of the High Priest, the King or Scribe occupying the chair may, after convening the Chapter, waive his right to preside in favor of any competent Companion present. In the absence of the High Priest, King and Scribe no Chapter can be formed, nor can any business be legally transacted.

Sec. 85. When a Chapter shall have been regularly convened by the proper officer present and then placed under the charge of a competent Companion; should either or all of the above named officers be called away, the work and business of the Chapter may still proceed legally as though any one or all the governing officers were present and officiating.

Sec. 86. It is the right of any officer of a Chapter to resign his office .

CONVOICATIONS AND BUSINESS.

Sec. 87. All Convocations of a Chapter are either Stated or Called, or Joint Stated Meetings with Councils of Cryptic Masons and / or Commanderies of Knights Templar of that York Rite unit. Joint Stated Meetings and Stated Convocations are those provided for at fixed periods in the By - Laws of the Chapter. Called convocations are those convened by the High Priest to meet some emergency, of which each member, as far as practicable, should have due notice; provided that no business shall be transacted at a called Convocation except that for which it was convened.

Sec. 88. Joint Stated Meetings may be opened on a rotating basis by one of the three York Rite Bodies, in accordance with their ritual. The presiding officer of the Chapter will declare the Chapter open on the Royal Arch degree for the transaction of business when opened in form by another body. The joint stated meeting is closed in accordance with the ritual of the opening body.

Sec. 89. When a special dispensation is requested, it is the prerogative of the Grand High Priest to specify what business is to be transacted.

Sec. 90. Chapters subordinate to this Grand Chapter are required to fix a day or days and the time of day within the calendar month for their Stated Convocations. Such time and date will be stated in the By-Laws.

Sec. 91. Chapters are required to set as annual date for the official visit of the Royal Arch Deputy. Such date and time may be changed subject to the approval of the inspecting officer.

Sec. 92. A verbal summons notifying the members of the time and objects of the convocation is sufficient.

Sec. 93. Every Chapter should meet at least once every quarter. But in no case can a Chapter fail to meet for an entire year without forfeiting its charter unless by special permission from the Grand High Priest.

Sec. 94. Whenever any Chapter shall fail to make such a showing in the exemplification of a designated degree at any annual visitation, after due and timely notice, and shall fail to meet the approval of the Royal Arch Deputy and the Grand Lecturer, such Chapter may be placed on probation for a prescribed period; required to consolidate with another Chapter or suffer the arrest of its Charter at the discretion of the Grand High Priest.

Sec. 95. Chapters must hold their convocations in some suitable room in the town or city named in the dispensation, or Charter, and in no case are they permitted to change their location without special leave of the Grand Chapter; but a dispensation is not required when a Chapter desires to remove from one room or building to another within the same town or city, unless it changes the jurisdictional lines of the Chapter.

Sec. 96. The Grand High Priest may grant a dispensation for a Chapter to hold a Called Convocation in a suitable room outside the city or town named in the Chapter's Dispensation or Charter. A Grand High Priest granting such a dispensation, shall specify one, and only one, time and place for such Convocation; and shall specify that the Charter, or Dispensation under which the Chapter is authorized to operate, shall be displayed in the room in which such Called Convocation is held.

Sec. 97. The custom of Chapters holding their convocations in the same room or hall occupied and used by other Masonic organizations is permissible.

Sec. 98. The permitting of Chapter Halls or rooms to be used or occupied for other than Masonic purposes is highly improper, and is hereby prohibited.

Sec. 99. The Grand High Priest, may upon proper application from a subordinate Chapter, authorize the use of subordinate Chapter rooms by any appendant body authorized by Grand Lodge to meet in a Masonic Lodge room. Any such activities permitted by such organizations in the Chapter rooms shall be carefully regulated and supervised by the officials of the subordinate Chapter.

Sec. 100. Deleted at the 1998 Annual Convocation of the Grand Chapter.

Sec. 101. All business of the Chapter, except conferring the preceding or preparatory degrees must be done in open Chapter on the Royal Arch Degree or in a Joint Meeting in accordance with Sec. 87 & 83. Lodges must meet on the highest degree for which they are chartered, except when conferring the degree.

Sec. 102. Before proceeding to the transaction of business in any degree the Chapter must be opened on that particular degree with appropriate ceremonies; and when the business for which the degree was opened shall have been performed, it must then be closed with appropriate ceremonies. The Chapter may be opened on the Royal Arch degree and called down according to the ritual for degree work. Business may also be conducted in a Joint Meeting in accordance with Sec. 87 and 88.

Sec. 103. All business presented for the consideration of the Chapter must be taken up and acted upon per Sec. 236, and in all discussions or debate in a Chapter, personal reflections and all allusions to political or sectarian topics, are strictly prohibited.

Sec. 104. In the consideration and decision of any matter of complaint before a Chapter no one must be permitted to speak more than once upon any point, except to explain; and must in all remarks, confine himself strictly to the point under consideration.

Sec. 105. When, in the judgment of the High Priest, a subject has been sufficiently discussed and he arises to put the question, all debate must cease.

SEC.. 95-105 REVISED 4/2008

Sec. 106. A quorum for the conferring of the several degrees and conducting Stated Meetings of the Lodges and Chapters is as follows: Mark Master degree, eight; Past Master degree, three; Most Excellent Master degree, five; Royal Arch degree, nine.

JURISDICTION, GEOGRAPHICAL AND PENAL.

Sec. 107. The jurisdiction of the several Chapters in this jurisdiction is statewide.

Sec. 108. The penal jurisdiction of a Chapter shall extend over the members of the fraternity within its jurisdiction, whether affiliated or not; provided, that where two or more Chapters have concurrent jurisdiction, and the offending Companion is a member of one of said Chapters, charges must be preferred in the Chapter of which he is a member.

Sec. 109. It is the duty of each Chapter to take cognizance of the conduct of any member of the fraternity within its jurisdiction, and for any violation of moral or Capitular duty to vindicate the Law and administer justice: provided, that the Grand High Priest and High Priests of Chapters are answerable only to the Grand Chapter for acts growing out of their official duties.

REVISED: 4 / 2012

Sec 110. All petitions for the degrees for membership in a Constituent Chapter shall be made in writing, signed by the petitioner with his full name, and be recommended by two members of the Chapter to which the petition is addressed. The petition must be read at a Stated Convocation or a Called Convocation for that purpose, and may be balloted on, by secret ballot, show of hands, voice vote, or accepted as presented, at the same meeting, if there no be objection; all to the discretion of the High Priest. The terms of Section 114 and 115 of General Laws must be met. **REVISED: 4/ 2007**

Sec. 111. If a Master Mason residing in the State of Indiana and having met the requirements of Section 114 and 115, petitions a Royal Arch Chapter in another Grand Jurisdiction with which we have Fraternal Relations and exchange of Grand Representatives, that Royal Arch Chapter must request through their regular channel a Waiver of Jurisdiction. This must be done through the Grand Secretary of the Grand Chapter Royal Arch Masons of Indiana and he shall immediately certify such request to the then Grand High Priest of the Grand Chapter Royal Arch Masons of Indiana. The Grand High Priest shall determine the validity of the Master Masons membership in and Indiana Lodge and then either grant or deny the request for a waiver of jurisdiction. His decision will be immediately reported to the Grand Secretary of Royal Arch Masons of Indiana for transmission to the Royal Arch Chapter having made the request for a Waiver of Jurisdiction.

Sec. 112. An election to receive the degrees in a Chapter shall be valid for a period of one year following such election, after which it shall be null and void, and the fee returned to the petitioner.

Sec. 113. A petitioner elected when the fee was lower than at present must, after a lapse of one year, re-petition and pay the present fee.

Sec. 114. No petition for the degrees can be received from one who is not at the time a Master Mason and regularly affiliated as a member in full standing in a Lodge of Master Masons, nor from one who may have been rejected by another Chapter without the consent of such Chapter until at least one year after such rejection.

Sec. 115. In order to be eligible to present a petition for the degrees or membership one must have been a resident of the State for a period of six months.

Sec. 116. When a Chapter shall have legally received a petition, no other Chapter can have jurisdiction in the case, or in any manner interfere with the legitimate work of the Chapter without first obtaining the consent of such Chapter. The Chapter receiving a petition shall retain jurisdiction until such petition is disposed of by election or rejection.

Sec. 117. No religious test shall be required of any applicant for the privileges of Royal Arch Masonry other than a firm and steadfast belief in the existence and perfection of Deity.

Sec. 118. Any Master Mason in good standing is eligible to petition for the degrees of Royal Arch Masonry, regardless of his physical condition. If elected, may be permitted to witness the conference of the degrees assenting to the obligations, and thus become a Royal Arch Mason in good standing.

Sec. 119. Any Royal Arch Mason in good standing may be a top line signer on a petition to any Chapter in the State of Indiana for the purpose of qualifying for a membership award; provided two members of that chapter also signs the petition.

Sec. 120. After a petition has been regularly received and the fact entered upon the records it shall not be withdrawn without the consent of the Chapter, and at least three fourths of the members present concurring therein.

MEMBERSHIP, VOLUNTARY NON AFFILIATION.

Sec. 121. No one can become a member of aChapter in this jurisdiction or be entitled to vote therein until he has received the degree of Royal Arch Mason.

Sec. 122. A Companion receiving the degree of Royal Arch Mason, becomes a member of the Chapter electing him to the degree, and by whose right it is conferred. Royal Arch Masons belonging to a Lodge must also belong to a Chapter of Royal Arch Masons.

Sec. 123. A Companion in good standing in any Chapter in this jurisdiction may petition for membership in any other Chapter in the state. Upon his election, the Secretary shall notify the Secretary of his former Chapter of such action and a demit shall be issued accompanied by a copy of the Companion's Mark. The demit shall be forwarded to the Secretary, thus completing his transfer as of date of his election. Any Chapter violating this Section may have its Charter suspended by the Grand High Priest until said Chapter complies with its requirements.

Sec. 124. Any Chapter may confer the distinction of honorary membership, by majority vote, upon such affiliated Companions (not members of the Chapter conferring the honor) as may have merited the same by long and eminent services to the Craft Such honorary membership will confer upon the recipient the right participate in all the labors of the Chapter, except holding office without subjecting the Companion so honored to payment of dues. The suspension, expulsion, or demit of such member from the Chapter of which he may hold regular membership will, in all cases, terminate such honorary membership.

Sec. 125. Any Chapter may create a life membership plan for the use of their members. Any Chapter may confer the title of plural membership upon any regular Royal Arch Mason, and any Royal Arch Mason may hold plural membership in a recognized Royal Arch Chapter.

Sec. 126. No member can forfeit his membership or right to vote in a Chapter by operation of law merely, but only by a vote of the Chapter after due notice and investigation into the merits of the case.

Sec. 127. Voluntary non-affiliation with a Lodge of Master Masons for a period of six months deprives a Companion of his Chapter standing until such time as he shall again affiliate with a Lodge, but the Chapter must take action and Secretary make record in the minutes .

THE BALLOT ON PETTTIONS, CHARGES, REINSTATEMENT.

Sec. 128. The ballot for membership or degrees must be unanimous and each member present must vote. Should one negative vote appear, the High Priest shall cause another ballot to be taken immediately; when, should one or more negative votes appear, he shall declare the applicant rejected. Provided, that in case two or more petitions are to be balloted upon at any regular meeting, the names of all said petitioners may, upon motion duly seconded and carried, be included in one ballot; but should one negative vote appear in the such joint ballot, each petition shall thereupon be balloted upon separately in the manner herein before in this section directed. The ballot may be, on motion made, duly seconded and unanimously carried, a voice vote, show of hands or accepted as presented.

REVISED: 4/2007

Sec. 129. After a ballot for the degrees has been declared unanimous, it is competent for the High Priest to arrest the conferring of the degrees should he become satisfied that the applicant is unworthy; and it is his imperative duty to do so while a member of the Chapter objects, which objection may be made at any time in open Chapter before the Mark Master degree is conferred; or, if the objecting member be unable to attend, then by written communication to the Chapter. Such objection shall then have the effect of a negative vote, and be so recorded and the fee at once returned to the candidate by the Secretary

Sec. 130. After a petitioner is declared rejected, his case cannot be brought before the Chapter again except upon a new petition as in the first instance, and then lie over for consideration until the next state Convocation of the Chapter.

Sec. 131. A committee to determine the Character of a Master Mason is not mandatory, but may be assigned at the desecration of the High Priest.

Sec. 132. No debate shall be allowed after the ballot is ordered and no inquiry permitted as to who may have cast a negative vote.

Sec. 133. A vote on the investigation of charges or to inflict a penalty must, in all cases, be taken by ballot and a majority of the members present shall be necessary to find guilty or to reprimand or suspend, and two-thirds to expel.

Sec. 134. A vote to reinstate must also be taken by ballot, and it shall require the same vote to remove a penalty that it does to impose it, except in the case of restoration for non-payment of dues. (See Sec. 188)

Sec. 135. A vote by ballot can in no case be reconsidered.

Sec. 136. In all other cases not herein before mentioned the vote may be taken by ayes and nays, or by a show of hands, as the High Priest may deem proper, and a majority will decide the question.

DEMISSION.

Sec. 137. Membership in a Chapter from first to last is voluntary on the part of the member, and when free from charges he may at all times, for reasons satisfactory to himself; upon written application to the Chapter and payment of all dues and charges, withdraw his membership; and it is obligatory on the part of the Chapter, without vote, to comply with the desire of the Companion asking to sever his connection with the Chapter, and until he again affiliates he thereby voluntarily renounces all claim to the consideration of Royal Arch Masonry. Secretaries will date such demits as of the date of the request and report the same to the Chapter at the next stated Convocation.

Sec. 138. A Companion regularly demitted from another Chapter is not compelled to apply for membership to the Chapter nearest his residence. Any Chapter can legally receive his petition and admit him to membership.

Sec. 139. When a Chapter shall surrender its charter, or the organization thereof shall be otherwise dissolved, its members thereby become "unaffiliated" with the right to seek admission into any other Chapter upon payment of all dues owing such defunct Chapter, to the Chapter Secretary; who shall thereupon issue to such Companion a certificate of membership, which certificate shall be equivalent to a demit from a Chapter. Exception: The Grand High Priest may order the members of such a Chapter to become members of Indiana Chapter 1845 U.D. and each member may then determine what disposition he wants made of his membership.

UNAFFILIATED COMPANIONS.

Sec. 140. It is the duty of every Royal Arch Mason to be a member of a regular Chapter or Indiana Chapter 1845 UD and any unaffiliated Companion who for a period of six months shall reside within the jurisdiction of this Grand Chapter and who neglects to affiliate with same regular Chapter hereby deprives himself of all right to visit a Chapter. The same applies to members of Lodges.

DEGREES. CEREMONIALS AND RITUALS.

Sec. 141. The only degrees recognized by this Grand Chapter are; Mark Master, Past Master, Most Excellent Master; and Royal Arch Mason; and must be conferred in the order here enumerated. No Actual Past Master can be admitted to a Capitular Lodge of Past Masters until he has received the Mark Master and Past Master degrees in due course as conferred in the Chapter.

Sec. 142. All candidates for the Capitular degrees must take the Past Master Degree in the Chapter in full, therefore; all Companions hailing from any other Grand Jurisdiction where the Past Master degree is not a regular degree in the Chapter curriculum, who apply to Indiana Chapters for affiliation, must first be "healed" by having the Past Master degree of Indiana Capitular Masonry conferred upon him. There can be no exception to this rule.

Sec. 143. The ceremonies and rituals used in conferring the several degrees of the Chapter, as well as the opening and closing ceremonies of each degree, must conform in each particular to that arranged and adopted by this Grand Chapter. No other Ritual or ceremonies will be permitted in any Chapter within this jurisdiction except by special permission of the Grand High Priest.

Sec. 144. The Grand High Priest may grant a special dispensation to subordinate chapters within this Grand Jurisdiction to visit Chapters in other Grand Jurisdictions, to offer degrees therein, and to permit Chapters of this Grand Jurisdiction to receive visits from Chapters of other Grand Jurisdictions, and at such visits the visiting Chapters may be permitted to exemplify the Ritualistic work according to their Ritual.

Sec. 145. The Grand High Priest, may, with advice and consent of the Grand King and Grand Scribe, grant special dispensation specifying the degrees to be conferred, the manner of conferral and anything else he may deem necessary for a special Class or program.

Sec. 146. The Ritual of General Grand Chapter, except as modified, is hereby adopted as the work of this Grand Jurisdiction. Officers of Lodges who are not Royal Arch Masons will be furnished rituals containing only those degrees for which they have received charters or dispensations.

Sec. 147. The Grand Secretary shall issue to each Chapter nine Rituals at a price of eight dollars each. The High Priest shall distribute said rituals among his officers, taking their receipts therefore. He shall also collect and deliver each of said rituals to his successor upon installation, taking his receipt therefore. **REVISED: 4 / 2000**

Sec. 148. Each Chapter through its Secretary is authorized to purchase from the Grand Secretary for eight dollars rituals for use of Companions desiring to take part in the work and not otherwise entitled to a ritual. Said rituals to be returned to the Secretary when the Companions no longer have need of it. **REVISED: 4 / 2000**

Sec. 149. The Secretary of the Chapter shall be charged with the responsibility of keeping a record of all rituals signed out by him and two (2) Books of The Constitution and General Regulations each year; and in addition thereto, it shall be the duty of the Royal Arch Deputy at the time of his annual official visitation to check each of the Officer's Rituals and the two (2) Books of The Constitution and General Regulations issued to each Chapter, and report thereon to the Grand Lecturer whether the Secretary was able to do so. Should a Chapter fail to present its Rituals or two Books of the Constitution and General Regulations at said time and place of visitation, the Grand High Priest should be notified by the Grand Lecturer for his action.

Sec. 150. A penalty of Ten Dollars; attaches for the loss of Rituals or Two books of laws whether avoidable or unavoidable, to be paid before any replacement is made. The Grand Secretary should demand payment of those Chapters which have reported Rituals or Two Books of laws as lost and have not paid penalty therefore; and should such offending Chapter fail or refuse to pay the penalty as prescribed by this Section by the time of sending payment on Annual Returns each year, the Grand Secretary shall withhold the representative's credentials to the next Annual Convocation until such penalty is fully paid.

Revised 4/26/2000

Sec. 151. The High Priest of each Chapter shall be accountable for one Constitution and General Regulations and the Secretary one Constitution and General Regulations.

Sec. 152. The use of Rituals during the conferring of the degrees is prohibited.

Sec. 153. Should any Chapter violate the provisions of the foregoing sections relating to degrees, ceremonies and Rituals, it shall be the duty of the Grand High Priest to arrest the Charter and suspend the functions of such Chapter until further ordered by the Grand Chapter.

Sec. 154. All ceremonies used in conferring the degrees in the Chapter must be performed with due order and solemnity, avoiding all trifling and levity, under the same penalty as provided for in the last preceding section.

Sec. 155. Visual or Audio media may be used in conferring the degrees. The use of such media should add to the conferral of the degree in a correct and impressive manner, and should not detract from the solemnity of the occasion; always keeping in mind that the candidates and not the assembled Companions, are the primary audience for the degree conferral.

REVISED: 4 / 2012

PUBLIC PROCESSIONS AND CEREMONIES.

Sec. 156. Chapters may at their discretion, have a public installation of their officers according to the formula adopted by this Grand Chapter; a Present or Past High Priest, who is at the time a member of a Chapter, officiating. Chapters may also have the ceremonies of constituting and consecrating their Chapter performed in public. No one

below the rank of a past or present Excellent High Priest may install Chartered Lodge Officers.

Sec. 157. No mixing with non Masonic orders or societies in public ceremonies is permitted.

RIGHT TO VISIT.

Sec. 158. The right to determine upon the propriety of admitting a visiting Companion is the prerogative of each and every Chapter. No visitor can, therefore, be admitted into a Chapter while a single member present objects; nor can an objecting member be required to assign his reasons therefore, but he may do so if he chooses.

CHAPTER AND LODGE REVENUES, FEES, DUES, REFUNDS AND REMISSIONS.

Sec. 159. No Chapter shall confer the degrees of Mark Master, Past Master, Most Excellent Master and Royal Arch Mason upon anyone for a less sum than Ten Dollars; and the full amount required must in every case be actually paid into the hands of the Secretary before the initial degree is conferred.

Sec. 160. It is permissible to refund the fee to a petitioner who has been elected but who moves from the jurisdiction or who suddenly becomes physically or financially unable to proceed before receiving the degrees. In case of a rejection, the money accompanying the petition shall be returned to the petitioner. Should the Mark Master degree only be conferred, two thirds of the fee shall be returned; should the Mark and Past Master degrees be conferred, one third of the fee shall be returned; but such refunds shall be made only in case of death, or suspension or expulsion for Conduct Unbecoming a Royal Arch Mason, of the petitioner before receiving the Royal Arch degree. **REVISED: 4 / 2012**

Sec. 161. A member paying dues in advance and demitting from his Chapter should have his dues returned to him for that portion of the year beyond the date of his demit.

Sec. 162. Dues shall be payable in advance on January first of each year, and if unpaid on April first thereafter, are hereby declared delinquent, and charges shall be preferred against such delinquent members as provided by Section 184.

Sec. 163. Each Chapter shall provide in its By-Laws for the collection of such dues from its members as are necessary to pay Grand Chapter dues and defray the operating expenses of the Chapter. No Chapter shall levy any tax or assessment upon its members or collect dues from any member under the sentence of expulsion.

Sec. 164. At the first stated Convocation after dues become delinquent, each Chapter may remit the dues of any member, who, through indigence or misfortune may be unable to pay the same. The constituent Chapter shall be required to remit the Annual per Capita tax to the Grand Chapter on such remissions whether collected or not. Except; Companions who hold the Grand Chapter Fifty-Year Award may have their dues remitted by Chapters and

not be accountable to the Grand Chapter for per Capita tax for such members. Secretaries may send out the fifty year membership cards when dues notices, yearend letters, etc. are sent, without action by the chapter, provided they have received their Award of Gold. Companions may receive the Award of Gold after satisfying the subordinate Chapters dues requirements at any time during his fiftieth year. **REVISED: 4 / 2002**

ANNUAL REPORT AND GRAND DUES TO THE GRAND CHAPTER.

ALSO APPLIES TO LODGES.

Sec. 165. Each Secretary shall, on such blank forms as may be furnished by the Grand Secretary, transmit to his office between January 1st and January 15th, Annual Returns for the year ending December 31st; and, if required by the Grand Secretary, make necessary corrections therein to comply with the regulations concerning filing, as hereinafter set forth, on or before January 20th; and shall on or before February 1st pay the fees and dues owing the Grand Chapter for such year. **REVISED: 4 / 2000**

Sec. 166. Annual Returns shall be sent the Grand Secretary in correct form, as called for in the blank return herein specified, with all names typed or printed in full, with Christian, middle and surname, if obtainable, and alphabetically arranged; and with dates, tables and certificates completely filled in and perfectly legible. The Grand Secretary is hereby directed to require monthly activity reports from each subordinate Chapter Secretary. The monthly reports shall include all activities of the membership of their Chapters, including but not limited to exaltations, affiliations, reinstatements, deaths, demits, suspensions, expulsions, and changes of address. The monthly reports are due not later than the 10th of each month. **REVISED: 4 / 2002**

Sec. 167. A failure to make the Annual Return on or before January 15th, or pay dues to the Grand Chapter on or before February 1st, annually, as in these rules required, shall deprive the Chapter so failing of the right to be represented in Grand Chapter and the representative thereof of the right to draw mileage and per diem from the funds of Grand Chapter for the year of such delinquency. **REVISED: 4 / 2000**

Sec. 168. Should any Chapter fail to correct its Annual Return in readiness for approval and filing by the Grand Secretary, as in these rules required, on or before January 15th, or to pay dues on or before February 1st; it shall then be the imperative duty of the Grand High Priest immediately to place the Chapter on ___?___ and assign a Special Deputy to work with them to work out a plan for payment of dues and fees. Such probation to continue in force until such Annual Return is filed by, or dues paid to, the Grand Secretary, as the case may be, or until further ordered by Grand High Priest or Grand Chapter. **REVISED: 4 / 2000**

Sec. 169. Grand Chapter dues and charges fixed by Grand Chapter shall be regarded as a preferred constitutional and not a local obligation, and therefore warrants should be drawn by the Secretary in payment thereof directly upon receiving statement from the Grand Secretary of the amount thereof without direct action by the Chapter, of which, for

purposes of record, the Chapter should later approve; and any By-Law in conflict herewith is declared inoperative, null and void.

Sec. 170. When any Chapter shall fail to report and pay dues for one year after being placed on probation it will thereby forfeit its Charter; and it is hereby made the duty of the Grand High Priest, immediately after the close of each annual convocation of the Grand Chapter, to demand the charter from such delinquent Chapter, unless otherwise directed by the Grand Chapter. Such charter, when so arrested, can only be restored upon such terms as the Grand Chapter may prescribe.

Sec. 171. The failure of any Chapter to comply with any of the provisions of Sections 165 to 167 inclusive shall be immediately reported by the Grand Secretary to the Grand High Priest. Furthermore, a \$ 5.00 per day late fine will be levied against Chapters that fail to comply with the provisions of Sections 165 to 167. **REVISED: 4 / 2002**

OFFENSES AND PENALTIES.

Sec. 172. Whatever is a breach of good morals, contrary to the precept of the Holy Scriptures, or a violation of the laws of the State or of the United States, is an offense against the precept of Freemasonry, and must be dealt with by every Chapter in this jurisdiction promptly and efficiently.

Sec. 173. Every Royal Arch Mason who does not, by his daily conduct and conversation, exemplify his firm faith in the existence and perfection's of Deity, is a proper subject for discipline, and must be dealt with by the Chapter under whose jurisdiction he may reside.

Sec. 174. The use of Capitular emblems and devices on business cards, or by way of advertising, except for legitimate Masonic purposes, is a serious breach of Capitular propriety, and any member found guilty of such improprieties is a proper subject of discipline and may be dealt with accordingly. **REVISED: 4 / 2012**

Sec. 175. Any Companion guilty of disorderly conduct in open Chapter, or who disobeys the High Priest shall be reprimanded. If he persists in disturbing the harmony of the Chapter, he shall be removed from the meeting. If further offenses are committed, charges should be preferred in accordance with Sec. 189.

Sec. 176. Communicating the proceedings of a Chapter to persons not Royal Arch Masons is a high offense against that particular Chapter and the proprieties of the Craft. If done by a visitor it shall bar his right to visit the Chapter, and if done by a member, the Chapter must mete out the penalty according to the offense.

Sec. 177. Should any member, for trifling, captious, or unworthy motives, attempt to arrest the legitimate work of his Chapter, he will thereby render himself amenable to Masonic discipline.

Sec. 178. Any member of a Chapter who shall fail or refuse to pay his dues at the time provided for in the By-Laws of the Chapter, is subject to charges of Unmasonic Conduct, and, upon conviction thereof, he may be indefinitely suspended.

Sec. 179. Notice of the suspension or expulsion of a member to other Chapters is not necessary; but Chapters may do so at their own option.

Sec. 180. In no case is a Chapter allowed to publish in a newspaper the suspension or expulsion of any of its members.

Sec. 181. Chapters are expressly prohibited from receiving instructions in what is commonly called the work and lectures from any other than a member of such Chapter, or by express authority from the Grand Chapter or the Grand High Priest.

Sec. 182. The only penalties for offenses against Masonic law and propriety are four, to-wit:

First: Reprimand.

Second: Suspension for a definite time.

Third: Suspension indefinitely.

Fourth: Expulsion.

One of which must be imposed by the Chapter finding a Companion guilty of any offense, according to the nature and degree of the offense committed.

NON PAYMENT OF DUES, NOTICE, TRIAL, SUSPENSION OR REINSTATEMENT.

Sec. 183. In complaints for non-payment of dues the account current against the delinquent member shall be deemed a sufficient charge and specification for the Chapter to take action upon after proper notice to the delinquent member, described in the next Section.

Sec. 184. A member who has not paid his current dues by April 1st. is delinquent and shall be reported as such by the Secretary to the Chapter at its first stated convocation in April, whereupon the High Priest shall direct the Secretary to serve 10 days' notice upon such delinquent member by mail at his last known post office address; which shall be considered sufficient notice even though returned undelivered; to pay such arrearage on or before the first stated convocation in May, or give just cause either in person or by writing at that time why he should not be suspended for such non-payment; and any failure to act as indicated shall be sufficient grounds for declaring the delinquent member indefinitely suspended, on motion, by a majority vote of the members present. The Secretary shall make an accurate record of all such proceedings in the minutes.

Sec. 185. Payment of the amount of dues for which suspended, within one year after suspension, shall be reported to the Chapter by the Secretary at a stated convocation, whereupon such suspended member than be declared fully restored to membership as of that date, of which action the Secretary shall make a record in the minutes.

Sec. 186. Payment of the amount of dues, for which suspended, at any time after one year from the date of suspension, shall be reported to the Chapter by the Secretary at a stated Convocation, when a majority vote of the members present shall fully restore the one suspended to membership, as of that date, of which the Secretary shall make a record in the minutes.

Sec. 187. Chapters may remit the dues of a member for which he was suspended and thereby restore him to his former standing in the Chapter; but any suggestion for remission must have been received at a previous stated Convocation, referred to and reported upon by a committee.

Sec. 188. Any restoration shall date from the action of the Chapter and not from the date of payment of the arrearage to the Secretary.

CHARGES AND SPECIFICATIONS, OTHER THAN FOR NON PAYMENT OF DUES.

Sec. 189. No Companion can be reprimanded, suspended or expelled for any cause except upon written charges, specifications and ten day's notice of the time and place of trial; except where the accused shall have absconded before service of notice; provided, that in case of non-payment of dues a modified than of notice and trial shall obtain.

Sec. 190. Any affiliated Companion has the right to prefer charges or matters of complaint, but in no case can this privilege be extended to one who is not affiliated.

Sec. 191. A complaint against a High Priest for official misconduct must be made to the Grand High Priest in vacation, or to the Grand Chapter when in session; who will proceed to investigate the same according to the rules governing the Grand Chapter.

Sec. 192. Charges and specifications against the High Priest of a Chapter for Unbecoming a Royal Arch Mason not growing out of the discharge of his official duties must be made to the Grand High Priest, and, if approved by him, he will fix a time for trial before the Chapter of which the accused is a member, and notify the Chapter, with a copy of the charges and specifications, the time set for trial, and instruct the Secretary of the Chapter to serve a like copy upon the accused .

REVISED: 4 / 2012

Sec. 193. In all things relating to the trial of a High Priest by his Chapter, except as otherwise specified in these Laws, the same proceedings must be had as in the trial of other members for like offenses.

Sec. 194. Charges for Conduct Unbecoming a Royal Arch Mason must be made in writing and signed by the Companion making them, setting forth the offense charged and specifications thereof at the time and place of its commission, together with the names of witnesses, and must be presented to the Chapter at a stated convocation, when they shall be read in open Chapter and spread as the record. The High Priest shall then set a time for trial and order the Secretary to serve a copy of the charge and specifications upon the accused, and also notify him of the time set for trial; also, to notify the witnesses to appear.

Sec. 195. The Secretary must serve the notice in person, or by registered mail at the accused's last known Post Office address; but when sent by mail, a reasonable time shall be allowed the accused to receive it in addition to the ten days.

Sec. 196. The Secretary is the proper medium for serving notices of the action of the Chapter and of transmitting communications from outside parties to the Chapter, and such Secretary is within his rights in mailing notices to the membership of a pending resolution to change the By-Laws even though he was not so directed by the Chapter.

TRIAL AND VOTE REQUIRED TO FIX A PENALTY.

Sec. 197. At the time set for trial should the accused appear and plead guilty to the charge and specifications, no further evidence is necessary in the case, and the Chapter shall at once proceed to fix the penalty demanded by the offense.

Sec. 198. At the time set for trial in all cases except for nonpayment of dues, should the accused neglect or fail to appear in person or by counsel, the High Priest may continue the case to some future time, or he may appoint a suitable Companion as counsel for the accused and proceed to hear and decide the case as though the accused was present.

Sec. 199. When a Companion, charged with the commission of an offense, shall abscond before due notice shall have been served upon him, the High Priest shall, at the time set for trial, appoint a counsel for the accused and the Chapter proceed to try and determine the case.

Sec. 200. All matters of complaint on charges for Conduct Unbecoming a Royal Arch Mason must be heard and decided by the Chapter. In no case, can this be left to a committee. **REVISED: 4 / 2012**

Sec. 201. The accused, when on trial before the Chapter, cannot be allowed to vote on any question growing out of his own case, nor can he be present in the Chapter while the question of his guilt is being considered or the penalty determined.

Sec. 202. When proceeding to trial in the absence of the accused, in all cases except for non-payment of dues, after the charges have been read, a plea of "not guilty" shall be entered in his behalf on the record.

Sec. 203. After the evidence shall have been presented and the accused, by himself or counsel, had an opportunity of being heard in his own defense; he shall then retire and the Chapter shall proceed immediately to the consideration of the case, and after the same, in the judgment of the High Priest, shall have been sufficiently considered, he shall order the vote to be taken by ballot; first, as to whether the accused is guilty as charged; and if found guilty by a majority of the votes, then to fix the grade of penalty, commencing with the highest penalty first, and so on down until same grade of penalty is fixed.

Sec. 204. Should the Chapter refuse, by the required vote, to inflict any grade of penalty, after having voted on each grade of penalty, the Secretary of the Chapter shall immediately certify the fact, stating all the material points in the case, under the seal of the Chapter, to the Grand High Priest, who may, in the exercise of his discretion, arrest the charter of the Chapter.

Sec. 205. Mark, Past, and Most Excellent Masters are to be tried, on complaint for Conduct Unbecoming a Royal Arch Mason in open Chapter or Lodge on the degree to which the accused may have attained. The regulations required in trials of Royal Arch Masons for similar offenses shall apply. No one except members of the Chapter of Royal Arch Masons or Lodge may vote on any question arising on such trial. **REVISED: 4 / 2012**

RULES OF EVIDENCE.

Sec. 206. The rules of evidence in all trials before a Chapter shall be, so far as applicable, the same as in civil courts, except that no special oath or affirmation, either civil or Masonic, shall be required of a witness.

Sec. 207. Any one charged with an offense, having been convicted of the same in a civil court, a certified copy of the records of such court shall be admitted as evidence.

Sec. 208. The accused shall, in all cases, be a competent witness, but shall not be required to give evidence unless he shall first offer himself in his own behalf; in which case he shall then be required to answer all proper questions relating to the case.

Sec. 209. The evidence of witnesses, either for or against the accused, who may be unable to attend the trial, or who are not members of the Order, may be taken in writing by a committee appointed by the High Priest for that purpose of which the accused, if possible, shall have due notice and opportunity to be present in person or by counsel.

Sec. 210. At the time and place appointed, the committee shall proceed to take the evidence of such witnesses, cause the same to be reduced to writing, and after carefully reading to each witness the evidence he may have given; request him or her to sign the same. The evidence thus taken shall be read before the Chapter at the time of trial, and be subject to the same rules of admissibility as other evidence.

Sec. 211. The evidence given upon the trial of any cause must be reduced to writing and carefully preserved by the Secretary in order to have the case properly prepared should an appeal be taken to the Grand Chapter.

Sec. 212. The High Priest shall decide as to the admissibility of any testimony offered, as, also, all points of law and order that may be raised.

EFFECT OF PENALTIES WHEN IMPOSED.

Sec. 213. The suspension or expulsion of a member, for any cause, effectually precludes, for the time being, all Capitular intercourse, privileges or benefits of any kind.

REVISED: 4 / 2012

Sec. 214. A suspension or expulsion, for any cause, by a Lodge of Master Masons is effectually a suspension or expulsion from a Chapter of Royal Arch Masons, and must be so regarded by every Chapter in this jurisdiction. Such automatic suspension or expulsion shall be taken only after investigation as to the facts and a record thereof made by the Secretary in his minutes at a stated convocation.

Sec. 215. A sentence of suspension or expulsion will be in force from and after the passage thereof, until reversed by the Chapter having jurisdiction or by the Grand Chapter.

Sec. 216. A refusal to submit to the penalty of reprimand will operate to exclude the Companion so refusing from all the rights and privileges of the Order, during the time he shall so refuse to submit to the judgment of the Chapter, and such refusal must be noted on the records of the Chapter.

WHAT REMOVES A PENALTY.

Sec. 217. Submitting to the penalty of reprimand fully restores the Companion to his former standing in the Order.

Sec. 218. The expiration of the time for which a Companion may have been suspended fully restores him to his former standing in the order without further action on the part of the Chapter, but the Secretary must note the fact upon the minutes at a stated convocation and the restoration shall date from such entry.

Sec. 219. A proposition to restore a Companion who may have been suspended or expelled, for other causes than non-payment of dues, shall be made by petition at a stated convocation of the Chapter, and may then be acted upon immediately or deferred for further consideration as the Chapter may determine; and it shall require the same vote to remove the penalty that it did to impose it: provided, it shall require a unanimous vote of the Chapter, at a stated convocation, to restore to membership anyone who may have been suspended or expelled for other causes than non-payment of dues.

Sec. 220. A Companion, who, for any cause, may have been suspended or expelled by a Lodge of Master Masons, but not by his Chapter, and who is subsequently restored by his Lodge is ipso facto restored to membership in his Chapter, provided, that such restoration in the Lodge shall be reported to the Chapter at a stated convocation and the action of restoration noted in the minutes by the Secretary; and the restoration shall date from such entry.

NEW TRIALS.

Sec. 221. A new trial may be granted by the Chapter that tried the case when a member has been suspended or expelled in the following cases and upon the following conditions:

- 1.** Having been suspended or expelled for disobeying a summons, at the investigation of which the accused was not present.
- 2.** Upon newly discovered evidence which would indicate, with reasonable certainty, a change in the finding of the Chapter.
- 3.** Where the finding of a Chapter is contrary to the evidence, and Capitular law and usage, or the penalty inadequate or excessive. **REVISED: 4 / 2012**

Sec. 222. Application for a new trial must be made in writing and contain the causes upon which the applications is founded, be presented within ninety days after the trial was held, or within ninety days after the accused is informed of the action of the Chapter.

Sec. 223. Application for a new trial must be addressed to the Chapter and should the Chapter refuse to grant the same, an appeal may be taken to the Grand High Priest or the Grand Chapter, when, for good cause shown, a new trial may be granted after the time specified in Section 222. **REVISED: 4 / 2012**

Sec. 224. Any trial by the Grand Chapter of Royal Arch Masons of Indiana shall be by Trial Commission. All Trial Commissions shall be appointed by the Grand High Priest, and shall consist of five companions who are members of the Grand Chapter and hold one of the following ranks: Past Grand High Priest, Elected Grand Chapter Officer or High Priest of a constituent Chapter. One of the Companions appointed shall be designated as Chairman of the Trial Commission.

Said trial shall be held within 60 days of the Grand High Priest granting the request for a trial before the Grand Chapter, and shall be held in the hall of the Chapter in which the accused Companion holds membership, or in a convenient nearby location. The exact date and time of the trial shall be set by the Chairman, who shall communicate with the Secretary of said Chapter in order to make all necessary arrangements. In all respects, a Grand Chapter Trial Commission shall proceed as set forth in this Constitution and General Regulations for Capitular trials. **REVISED: 4 / 2012**

APPEALS.

Sec. 225. Any member of a Chapter, or a Companion, against whom a decision may have been made, shall have the right to appeal therefrom to the Grand Chapter, at any time within one year from the date of such decision, and not afterwards, except by the express permission of the Grand Chapter.

Sec. 226. A Companion desiring an appeal from the decision of the Chapter, or from the High Priest, must make such desire known to the Chapter in writing, containing a

statement of the case, the exceptions taken to the decision or judgment appealed from, and the grounds upon which he bases his right of appeal.

Sec. 227. Upon such desire being thus made known it shall be the duty of the Secretary to make out a certified copy of the charges, specifications, papers, proceedings and evidence in the case and forward them immediately to the Grand Secretary. The Grand Secretary shall then communicate the request to the Grand High Priest who shall decide if the case merits a Grand chapter trial. If a Grand Chapter Trial is merited, then the Grand High Priest shall proceeds as specified in Sec. 224, above. REVISED: 4 / 2012

CHAPTERS, HOW CONSOLIDATED.

Sec. 228. Any two or more Chapter working concurrently under the same jurisdiction, or separately under adjacent jurisdictions, may consolidate their membership into one Chapter, provided, that the proposition for such consolidation shall be presented at a stated Convocation of each of the Chapters interested, and shall not be acted upon until a subsequent stated convocation, of which all resident member's shall have due notice, when such consolidation may be effected, unless nine or more members of either of said Chapters shall vote against the proposition.

Sec. 229. Two or more Chapters having thus decided to consolidate may unite under the charter of one of said Chapters, retaining the officers thereof, or they may elect new officers under a dispensation from the Grand High Priest. The charter surrendered, together with seal and rituals, shall be forwarded to the Grand Secretary.

Sec. 230. (a) The title to all property and effects of the Chapters so united shall be vested in the consolidated Chapter, and said consolidated Chapter shall be liable for all indebtedness of the Chapters so consolidated. (b) Chapter may, under certain conditions, be required to consolidate, as described in Section 94, and title to property shall then pass as when consolidation was by agreement.

MISCELLANEOUS.

Sec. 231. The appropriate badge of a Royal Arch Mason is "white lamb-skin apron," trimmed with scarlet, and having on the bib or fall the appropriate Masonic emblem of a Royal Arch Mason; a Triple Tau Cross within an equilateral triangle, within a circle, all in scarlet; and all Chapters are directed to enforce a strict compliance with the foregoing regulation.

Sec. 232. Chapters are required to preserve at least one copy of the proceedings of the Grand Chapter for each year, for the use of the Chapter. REVISED: 4 / 2005

Sec. 233. A copy of the Constitution and General Regulations shall be kept on the Secretary's desk in the Chapter Hall; available at every convocation for ready reference, under penalty of reprimand by the Grand High Priest.

Sec 234. A copy of the Constitution and General Regulations, By-Laws, Ritual, Installation Ceremony and Charter shall be preserved by the Secretary of each Chapter, subject to a penalty of ten dollars for the loss of any, whether avoidable or unavoidable; and shall be subject to inspection by the Royal Arch Deputy.

Sec. 235. No resolution may be accepted from any source after sixty (60) days prior to the Annual Convocation, except in a case of emergency; when the dais officers may, with the approval of the Jurisprudence Committee, accept a resolution. These proposals and recommendations shall be mailed to the High Priest of each Chapter at least 30 days before said annual meeting so the chapter members will have a chance to discuss each item before the delegate attends the meeting.

Sec. 236. The Order of Business at stated convocations should be as follows, however, they may be altered to suit the occasion; e.g. Conferring of degrees maybe done first and prior to the regular starting time. No business maybe conducted before the time set by the By-Laws.

1. Distinguished Guests.
2. Reading and Approval of Minutes of Preceding Convocations.
3. Sickness and Distress.
4. Presenting and Referring Petition.
5. Reports of Standing Committees.
6. Reports of Select Committees.
7. Balloting for Candidates.
8. Financial Report.
9. Communications.
10. Bills.
11. Unfinished Business.
12. Miscellaneous or New Business.
13. Conferring Degrees.
14. Announcements

Sec. 237. A Chapter may be opened or closed in ample form only by the Grand High Priest or by a Past Grand High Priest.

AMMENDMENTS.

Sec. 238. These Laws may be altered amended or repealed at any Annual Convocation of the Grand Chapter by being proposed in writing, referred to and reported upon by the Committee on Jurisprudence, then concurred in by a two thirds vote of the members.

Sec. 239. The Grand Secretary shall annually insert in the Proceedings of this Grand Chapter all amendments to such laws and annually edit, maintain and insert all accumulations hereto. He will also send out corrected pages to the Chapters and Grand Officers to be added to the official copies of the Constitution and General Regulations

REPEALING CLAUSE.

Sec 240. All Laws, Rules and Regulations heretofore adopted for the government of Chapters are hereby repealed .

LIFE MEMBERSHIP PLAN.

Sec. 242. Life Membership Fund

A: PURPOSE

To provide the option of purchasing for life a sustaining membership by any member of a Chapter of Royal Arch Masons in the jurisdiction of the State of Indiana - hereinafter known as Life Membership

B: SCOPE

- 1. Purchase of a Life Membership shall be available to all members of a Chapter of Royal Arch Masons within the jurisdiction of the State of Indiana.**
- 2. With the purchase of a Life Membership Plan, the member shall be relieved of the payment of dues for his natural lifetime, if he remains under the jurisdiction of the Grand Chapter, Royal Arch Masons of the State of Indiana.**
- 3. The dues of a member of the Life Membership Plan cannot be remitted.**
- 4. Any unused monies at the time of termination of his membership; eg., death, demit, expulsion, suspension, or transfer to a local chapter not under the jurisdiction of the State of Indiana, shall be retained and is not refundable.**

C: FUND

- 1. All monies received from a purchase of Life Membership shall be maintained in a Life Membership Fund, herein after known as The Fund.**
- 2. This Fund is to be self-sustaining through the purchase of Life Memberships and accumulated income from investment of the funds.**
- 3. All monies in the Fund shall be deposited or invested in accounts insured by the United States Government or securities issued by the United States Government.**
- 4. The Fund shall be administered by a Board of Administrators consisting of six members who are appointed by the Grand High Priest in accordance with paragraph D.**

D: BOARD OF ADMINISTRATORS

- 1. The Board shall consist of six (6) members who shall be appointed by the Grand High Priest for a term of three (3) years with the following exception (see par. 2 which follows).**
- 2. The Grand High Priest shall appoint in 1997, two members for a term of three (3) years and two members for a term of two (2) years, and two members for a term of one (1) year. All members shall be a member of a local chapter under the jurisdiction of the Grand Chapter Royal Arch Masons of the State of Indiana. Thereafter, each**

succeeding Grand High Priest shall appoint two members for a three (3) year term. A total of six members will serve on the committee.

3. The Board shall be comprised of the following members, two Past Grand High Priests, and four members of local chapters under the jurisdiction of the Grand Chapter of the State of Indiana.

4. The Annual Meeting of the Board shall be after Grand Chapter and before June 1st of each year.

5. The Officers of the Board shall be Chairman, Vice Chairman, and Secretary.

6. The Officers of the Board shall be elected at the Annual Meeting by members of the Board.

7. The Board shall meet between Grand Convocations of the Grand Chapter at the Call of the Chairman.

8. The Chairman of the Board shall be the presiding officer.

9. The Vice-Chairman shall preside in the absence of the Chairman.

10. The Secretary shall maintain minutes of the meetings of the Board and such other records as are required by the Chairman. A copy of the minutes will be forwarded to the Grand High Priest and Grand Secretary.

11. The Board shall render a report of all of their activities at the Annual Grand Convocation of the Grand Chapter, Royal Arch Masons of the State of Indiana.

12. The Board shall submit for approval of the Grand Chapter, Royal Arch Masons of the State of Indiana, such amendments of policies and funding as is required to protect the stability of the Fund.

13. The Ex Officio members of the Board shall be the Grand Secretary, the Grand Treasurer, and the Chairman of the Finance Committee of the Grand Chapter, Royal Arch Masons of the State of Indiana

14. Ex-officio members of the Board shall attend the meetings of the Board.

15. Ex-officio members shall advise the Board and have right of vote.

16. All records maintained by the Board shall be audited annually together with other records of the Grand Chapter and this statement shall be published and submitted to all local Chapters of the Grand Chapter, Royal Arch Masons of the State of Indiana.

E. ADMINISTRATION:

1. When a member of a local chapter requests to purchase a Life Membership, the Chapter Secretary shall collect the amount prescribed in the Life Membership Schedule and forward the full amount to the Grand Secretary together with the member's name, address, Chapter number, and the amount of current local dues.

2. The Chapter Secretary shall record the member's purchase of a Life Membership in his membership ledger. Any change of the member's status shall be sent to the Grand Secretary.

3. The Grand Secretary shall, upon receipt of the purchase of a life Membership from the local Secretary, enter the members information in a record of life Memberships and forward the amount of purchase and member's information to the Secretary of the Board.

4. The Grand Secretary during the month of November of each year shall furnish the Secretary of the Board a list of Life Members, together with any change of membership.

5. The Board shall use a check to be drawn on the Fund in the amount of the member's dues, at the time the Life Membership was purchased, to be sent to the local Chapter Secretary.

6. The Secretary shall issue a receipt for dues to the Life Member whenever it is practical, without waiting to receive the dues from the Life Membership Secretary.

REVISED: 4 / 2000

ROYAL ARCH MASONS GRAND CHAPTER LIFE MEMBERSHIP

AGE FACTOR

80 & Over	8.66
75-79	10.80
70-74	13.07
65-69	15.12
60-64	17.23
55-59	19.10
50-54	21.35
45-49	22.60
40-44	24.18
35-39	25.55
18-34	26.55

Date of Birth

Age on December 31st, of Year of Application

Current member of Chapter #

Current Amount of Chapter Dues is \$

Make check payable to 'Grand Chapter, RA.M. of Indiana.' Send to local Secretary.

Pay according to factor times dues.

Factor Times Dues \$ = Amount Due \$

My Life Membership Cost is \$

For plan to pay your dues for the following year, the Life Membership Application must be received by the Grand Secretary by December 15th'

Name

Address

City, State, Zip

Telephone #

FOR GRAND SECRETARY USE ONLY

Date Received:

Beginning Year of Ufe Membership:

Certificate Number.

Certificate Issued:

Sec. 243. Royal Arch Foundation Committee

Whereas, a meeting of the elected Grand Chapter Officers established a committee to explore the establishment of a foundation of the Indiana Grand Chapter of Royal Arch Masons; and whereas, the purpose of this foundation would be the acceptance of donations, raising money and investing funds for charitable purposes, as well as to offset the annual operational expenses of the Grand Chapter of Royal Arch Masons in Indiana and this Grand Convocation.

Therefore, the Most Excellent Grand High Priest, Lloyd E. Atterson appointed James H. Hodge, Excellent Grand Principal Sojourner, as Chairman of the above mentioned Committee with others to be named to said committee. Whereas, the following Companions of the Grand Chapter of Royal Arch Masons have agreed to serve on the Committee: Most Excellent Past Grand High Priest Dennis R. York, Most Excellent Past Grand High Priest Larry E. Gray and others to be named in consultation with the incoming Most Excellent Grand High Priest.

Whereas, it is the ardent desire of this committee to proceed on with their assigned task, it is determined to be both prudent and wise to furnish this information to the 157th Grand Convocation of the Grand Chapter of Royal Arch Masons in the form of a motion for approval. The motion for approval to this august body is for concept only, and the Committee may begin work in an expedient manner exploring various options and developing the operational structure of the foundation to the fullest extent possible.

Whereas, the Committee shall report at the next annual Grand Convocation of the Grand Chapter of Royal Arch Masons in Indiana;

Therefore, the Committee respectively submits the foregoing documentation for consideration at this Grand Session of the Grand Chapter of Royal Arch Masons in Indiana and prays for the speedy relief of said petition for concept approval for the establishment of a Grand Chapter of Royal Arch Masons Foundation in Indiana.

Sec. 244 Royal Arch Mason Associate Chapters

Whereas; in Indiana, as everywhere, membership has declined in all bodies, including Capitular Masonry; and whereas; this decline has caused undue hardships on small Chapters; and whereas; several Chapters who have not complied with the Constitution and General Regulations of the Grand Chapter Royal Arch Masons of Indiana; and whereas; it is not in our best interest to arrest their charters; and whereas; it is in our best interest to allow them to keep their charters.

Be it now resolved any Chapter that cannot comply with the requirements specified in the laws of this Grand Chapter, may keep its Charter by complying with the following:

1. The Chapter must certify to the Most Excellent Grand High Priest and the Grand Secretary prior to Installation of its officers that it wishes to become a "Royal Arch Mason Associate Chapter.

- 2. The Associate Chapter shall elect a President, Secretary and Treasurer. The Secretary must still comply with all applicable rules and regulations of the Grand Chapter.**
- 3. The Associate Chapter will collect dues, issue dues cards, and file annual returns.**
- 4. The Associate Chapter can receive petitions and elect members as a Chapter. Any regular Chapter may confer the degrees for it. However a Chapter will be assigned to the Associate Chapter to help the Associate Chapter regain full status, if it desires.**
- 5. All monies held by the Associate Chapter shall remain with it and under its control. The Associate Chapter does not have to open and close.**
- 6. The Associate Chapter does not have to stand annual inspection / visitation.**
- 7. The Associate Chapter will not create a Past High Priest, but each current Past High Priest will retain his entitlement to a vote at the annual Grand Convocation**
- 8. The Associate Chapter may regain the status of a Chapter by meeting all the requirements of a Chapter specified in the laws of this Grand Chapter and standing a full inspection by opening and closing in full form and conferring the Royal Arch degree.**
- 9. If a Royal Arch Mason Associate Chapter wishes to regain Chapter status and meets all the requirements of the laws of the Grand Chapter. Its installed President will become a "Past High Priest" at the end of his year of "installed" service as such.**
- 10. It shall be further understood that all members of Royal Arch Mason Associate Chapters shall be accorded the designation of Royal Arch Mason. REVISED: 4 / 2002**

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